



Environmental Impact Assessment (Part IV Divisions 1 and 2) Procedures Manual

*Requirements under the
Environmental Protection Act 1986*

Environmental Protection Authority

March 2020

Version	Change	Date
1.0	(Initial version)	17 November 2016
1.1	Add text to Section 4.2.3.2 – legal obligations relating to EMPs.	23 February 2017
1.2	Add text to Sections 3.1.2.2 and 4.2.5 – offsets for revised proposals. Add text to Section 3.1.3 – accepting response to submissions.	1 May 2017
1.3	Amend Section 5.4 – Changing implementation conditions (s. 46) by including reference to Proponent Instructions. Amend Section 5.5 – Other procedures related to implementation conditions (s. 46A, s. 46B and s. 46C) by providing guidance when s. 46A, s. 46B and s. 46C are used. Add text Section 5.4 – 6 weeks from receipt of adequate information.	17 October 2017
2.0	Amendments throughout document to update departmental name, position titles and address details. Add text to Sections 1.2.1 and 3.1.2.2 – IBSA requirements. Add text to Section 2.3.1 – consideration of significance. Amend Sections 2.3.1.2 and 5.3.1 – clarifying considerations for public review. Add text to Section 3.1 – delegation to Chairman for form, content, procedures and timing. Amend Section 3.1.1.3 – public review of EPA-prepared ESDs.	30 April 2018
3.0	Add text to Sections 1.2.1 and 3.1.2.2 to reflect the addition of the IMSA process. Amendments to Sections 1.2.1 and 3.1.2.2 to reflect the new process of submitting IBSA data packages to the IBSA Submissions Portal. Amendments throughout the document to reflect the DMIRS Statutory Guideline for Mine Closure Plans and Mine Closure Plan Guidance - how to prepare in accordance with the Statutory Guidelines, which has replaced the joint DMP/EPA 2015 Guidelines for Preparing Mine Closure Plans. Add text to Sections 3.1.1.1 and 3.1.2.2 to reflect the requirement that for proposals in the Pilbara IBRA Region, the EPA may require preparation of an Impact Reconciliation Procedure.	30 March 2020

As Environmental Protection Authority (EPA) documents are updated from time to time, users should consult the EPA website (www.epa.wa.gov.au) to ensure they have the most recent version.

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Instructions, forms and templates

Further detail on how to fill out forms and how to prepare documents as part of the EIA process is provided in the following documents. Direct links to these documents are provided below.

[Instructions and Form: Referral of a proposal under s. 38](#)

[Instructions and Template: How to define the key characteristics of a proposal](#)

[Instructions and Form: Change nominated proponent under s. 38\(6a\)](#)

[Instructions and Template: Proponent-prepared Environmental Scoping Document](#)

[Instructions and Template: How to prepare an Environmental Review Document](#)

[Instructions and Template: How to prepare Part IV Environmental Management Plans](#)

[Instructions and Form: Advertising requirements and release of a document for public review](#)

[Instructions and Checklist: Request for EPA consent to undertake minor or preliminary work](#)

[Instructions and Checklist: Request for a change to proposal under s. 45C](#)

[Instructions, Template and Form: Preparing data packages for the Index of Biodiversity Surveys for Assessments \(IBSA\)](#)

[Instructions and Form: Preparing data packages for the Index of Marine Surveys for Assessments \(IMSA\)](#)

[WA Offsets Template](#)

Purpose and scope

The *Environmental Impact Assessment (Part IV Divisions 1 and 2) Procedures Manual* (**Procedures Manual**) forms part of the hierarchy for environmental impact assessment (EIA) procedures under Part IV of the *Environmental Protection Act 1986* (EP Act) (Figure 1).

The scope of the **Procedures Manual** is the procedures that the Environmental Protection Authority (EPA) and the Department of Water and Environmental Regulation (DWER) administer, either as a decision-maker or as a delegate.

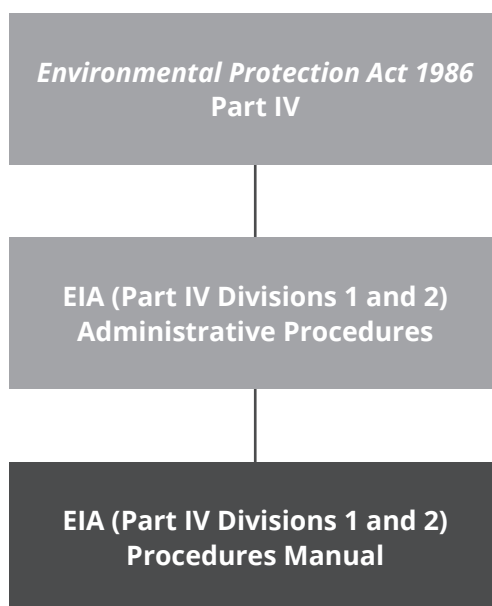


Figure 1: Hierarchy of EIA procedures under Part IV (Divisions 1 and 2) of the EP Act

The **Procedures Manual** provides further detail, where required, on the procedures set out in the *Environmental Impact Assessment (Part IV Divisions 1 and 2) Administrative Procedures 2016* ([Administrative Procedures](#)). The **Procedures Manual** is designed to be read with the [Administrative Procedures](#) and does not repeat content in the [Administrative Procedures](#).

The procedures are grouped according to the same stages as the [Administrative Procedures](#):

- Stage 1** Referral of a proposal to the EPA (s. 38)
- Stage 2** EPA to decide whether or not to assess a referred proposal (s. 38A to s. 39B)
- Stage 3** Assessment of proposals (s. 40 to s. 43A)
- Stage 4** EPA report on the assessment of a proposal (s. 44)
- Stage 5** Decision on proposal and implementation of proposals (s. 45 to s. 48).

Stage 1 – Referral of a proposal to the EPA (s. 38)

The procedures for **Stage 1 – Referral of a proposal** are summarised in the process diagram below (Figure 2).

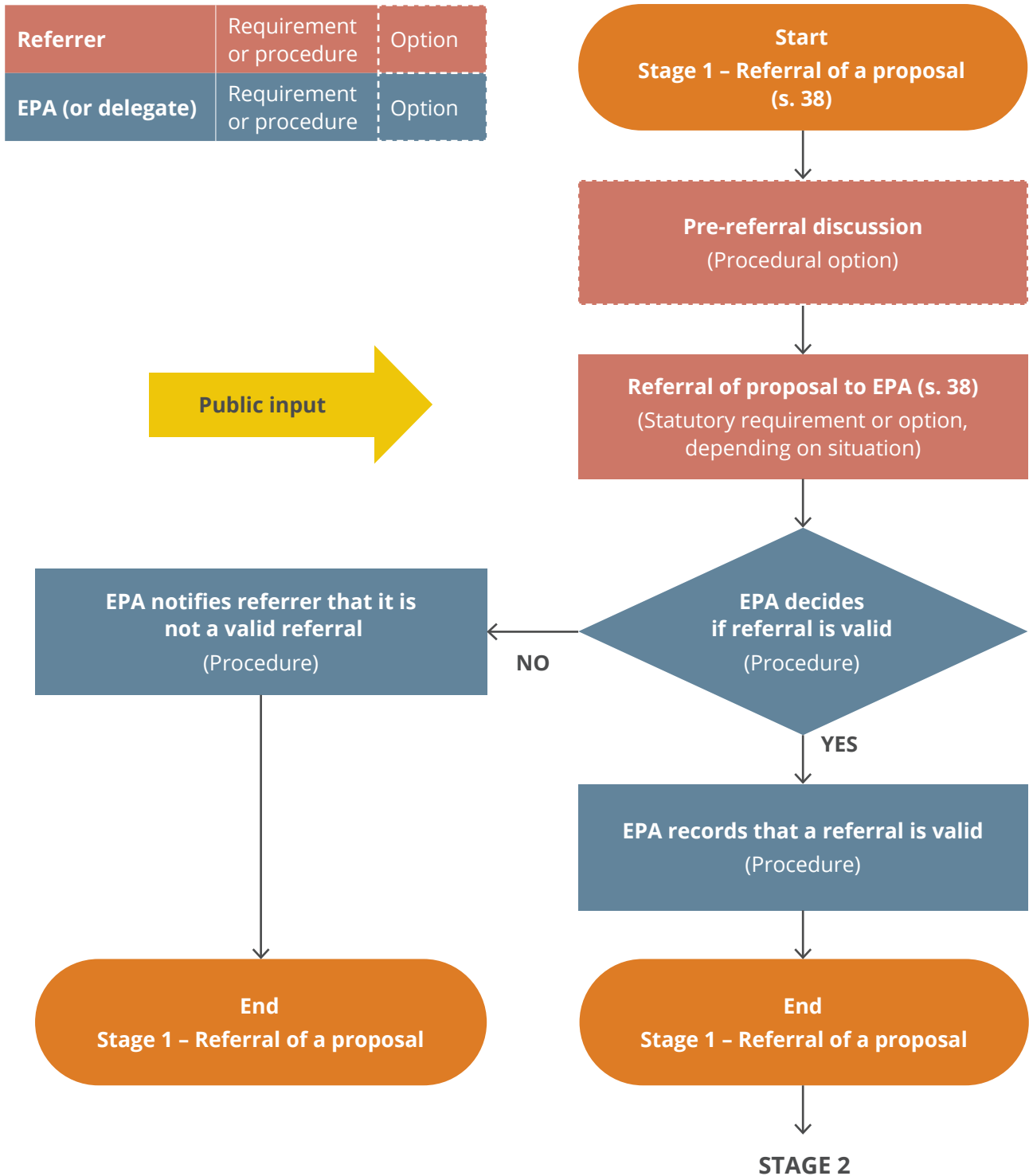


Figure 2: Stage 1 – Referral of a proposal

Stage 1 – Referral of a proposal starts with either:

1. pre-referral discussions (optional), or
2. referral of a proposal to the EPA.

1.1 Pre-referral process

In addition to the [Administrative Procedures](#), where a proponent is intending to refer a proposal, the EPA encourages proponents to request a pre-referral meeting with the DWER to discuss the proposal, including:

- potential impacts, including on Matters of National Environmental Significance
- possible preliminary key environmental factors
- stakeholder consultation
- proposed management measures
- potential assessment pathways for the proposal, including possible **level of assessment** requirements, if the EPA is likely to assess the proposal.

Where a proponent aims to provide sufficient information with the referral to enable the EPA to set Referral information as the level of assessment (see [Section 2.3.1](#)), the proponent *may*:

- prepare a supplementary report/s for the referral consistent with the requirements of an Environmental Review Document (see [Section 3.1.2](#))
- request that the EPA review the draft supplementary report, prior to referral.

1.2 Referral of proposal (s. 38)

1.2.1 Types of proposals

Significant proposals

Most referrals that the EPA receives under s. 38 of the EP Act are **significant proposals**. For guidance on 'significance' see the EPA's [Statement of Environmental Principles, Factors and Objectives](#) as part of the EPA's [Framework for environmental considerations in EIA](#).

Strategic proposals

A proponent may refer a **strategic proposal**. Examples of strategic proposals may include:

- a plan for the future staged development of an industrial precinct
- a structure plan for the future staged urban development of land
- a plan for the future staged development of an aquaculture zone.

1.2.2 EPA call-in of a proposal

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to administer s. 38(5c).

The EPA *may* 'call-in' a proposal under s. 38(5c), which requires a proponent or decision-making authority to refer a proposal to the EPA.

If the EPA decides to call-in a proposal, the EPA *will* give written notice to the proponent or decision-making authority of the requirement to refer the proposal, specifying the timeframe within which the notice must be complied with.

1.2.3 Content of the referral

The EPA requires that a referral is in writing on the EPA s. 38 Referral Form (see [Instructions and Form: Referral of a proposal under s. 38](#)).

The form is used for significant proposals, strategic proposals, proposals of a prescribed class and proposals under an assessed scheme. The form includes instructions for completing the referral form. The referral form has the following sections:

- Referrer information
- Part A: Proponent and proposal description (including key proposal characteristics)
- Part B: Environmental impacts
- Part C: Other approvals and regulation (including request that the proposal be assessed under the **Bilateral Agreement** or as an accredited assessment).

The EPA requires that referrers define the proposal according to the [Instructions and Template: How to define the key characteristics of a proposal](#).

Where a proponent submits a supplementary report/s with the referral, the EPA encourages proponents to follow:

- [Instructions and Template: How to prepare an Environmental Review Document](#) (see [Section 3.1.2.1](#)).
- [Instructions and Template: How to prepare Part IV Environmental Management Plans](#) (see [Section 3.1.2.2](#)).
- Department of Mines, Industry Regulation and Safety's [Statutory Guideline for Mine Closure Plans and Mine Closure Plan Guidance – how to prepare in accordance with the Statutory Guidelines](#) (for mining proposals).

For each terrestrial biodiversity survey report an Index of Biodiversity Surveys for Assessment (IBSA) data package should be submitted via the online Submissions portal in accordance with the [Instructions and Form: IBSA data packages](#). Similarly, when a marine survey report is submitted it must be accompanied by an Index of Marine Surveys for Assessment (IMSA) data package as part of the supporting documentation with the referral in accordance with the [Instructions and Form: IMSA data packages](#).

1.2.3.1 Supporting information for request for derived proposal

Referrals of future proposals *must* contain sufficient information to enable the EPA to decide whether the proposal can be declared as a derived proposal (see [Administrative Procedures](#) relating to s. 39B of the EP Act).

Information submitted with a request that the EPA declare a derived proposal will need to demonstrate how the proposal will meet the environmental outcomes defined through the assessment of the strategic proposal (see [Section 3.3](#)), including any conditions in the Ministerial Statement.

The EPA requires proponents of future proposals to consult with relevant stakeholders and provide evidence of this in the documentation provided with the referral.

1.3 EPA decides if referral is valid

Refer to the [Administrative Procedures](#).

Stage 1 – Referral of a proposal ends when the EPA either:

1. records that a referral is valid, or
2. notifies the referrer that it is not a valid referral.

Stage 2 – EPA to decide whether to assess a referred proposal (s. 38A to s. 39B)

The procedures for **Stage 2 – EPA to decide whether to assess a referred proposal** relating to sections 38A to 39B of the EP Act are summarised in the following process diagrams: Figure 3 for significant and strategic proposals and Figure 4 for derived proposals.

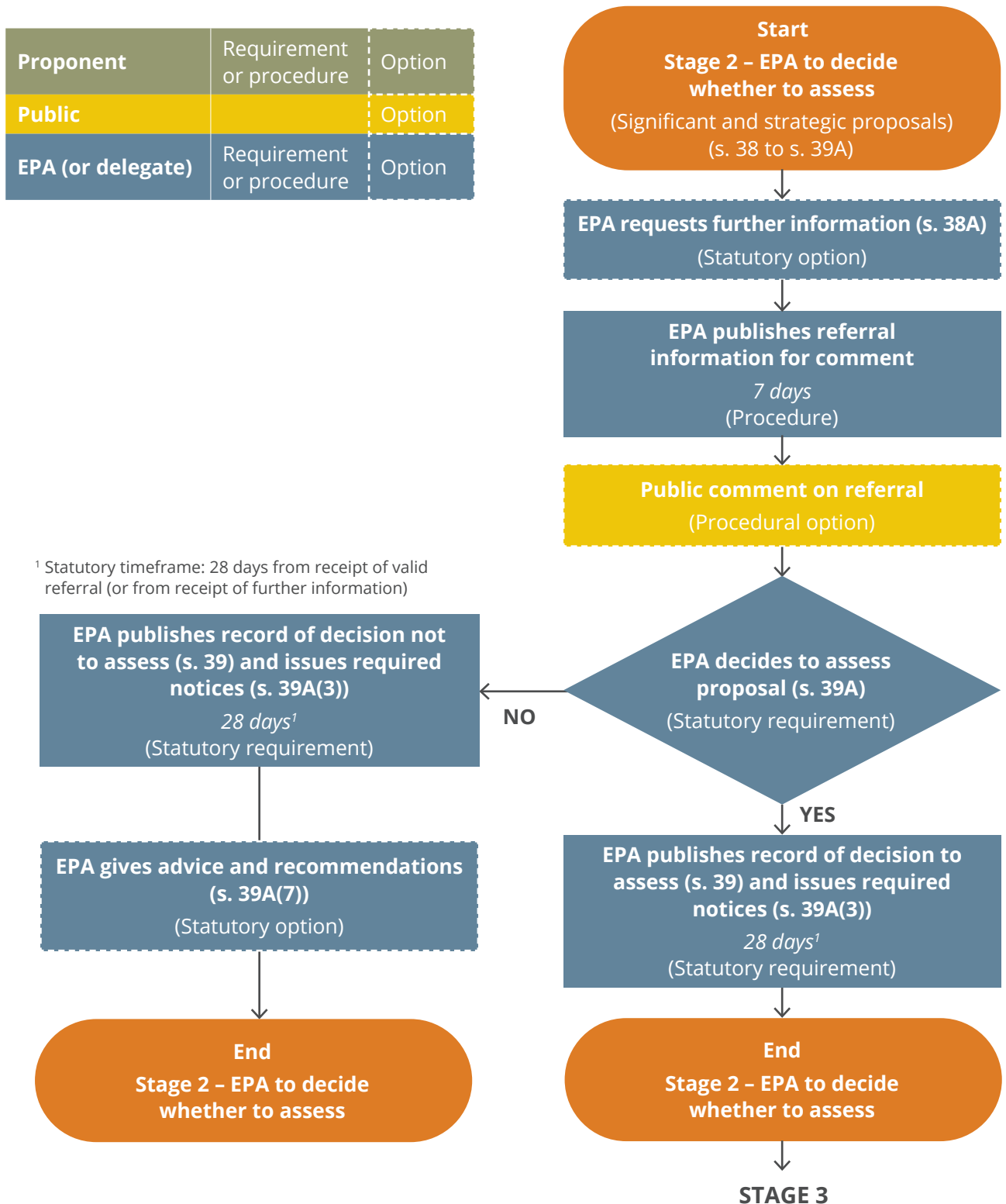


Figure 3: Stage 2 – EPA to decide whether to assess a proposal (significant and strategic proposals)

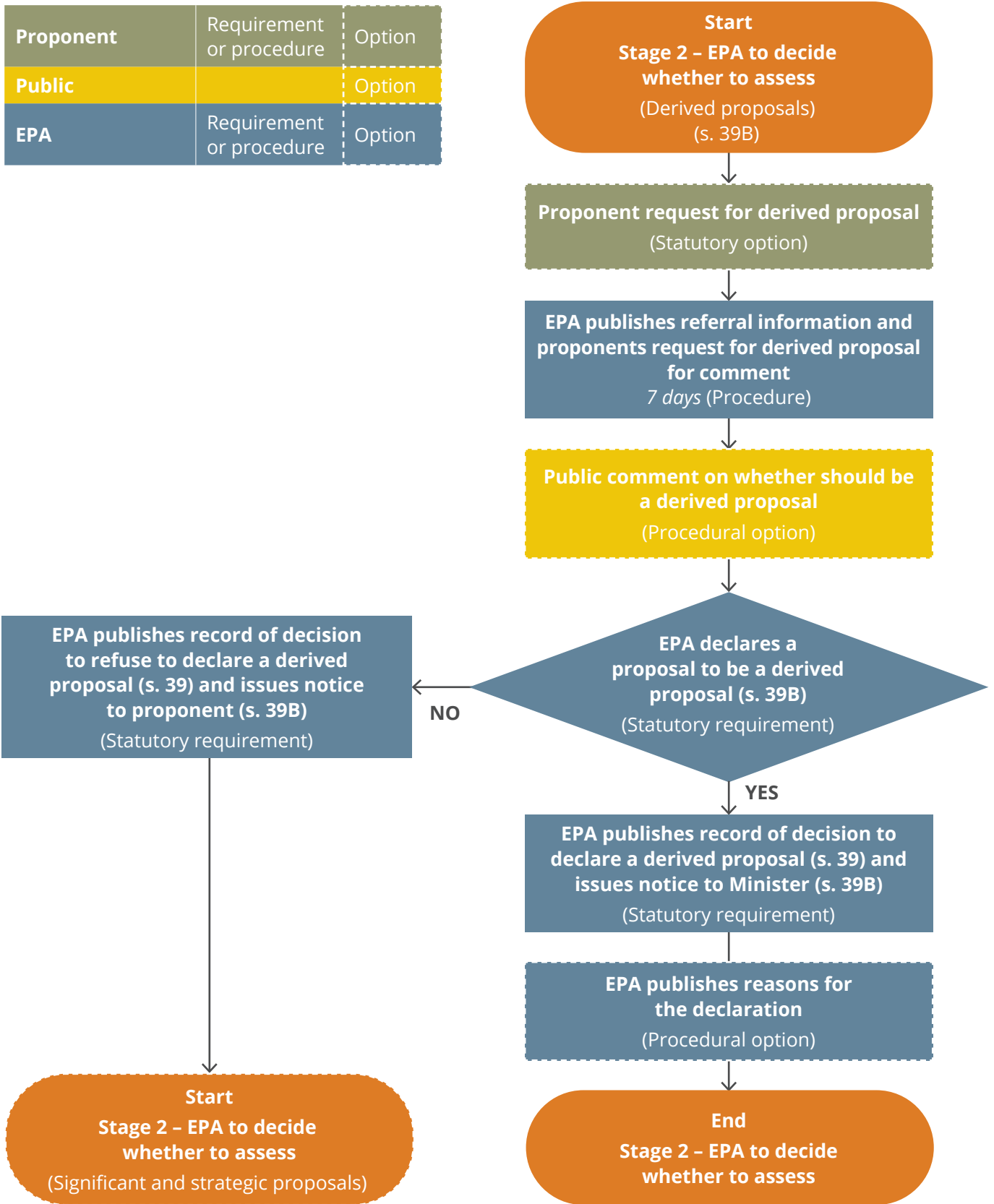


Figure 4: Stage 2 – EPA to decide whether to assess a proposal (derived proposals)

Stage 2 – EPA to decide whether to assess a referred proposal starts when the EPA records that a referral is valid.

2.1 Request for further information (s. 38A)

The Executive Director, EPA Services Directorate of the DWER has a delegation from the EPA to administer s. 38A(1).

Before making a decision on whether to assess a proposal, the EPA *will* consider whether any information upon which the EPA is going to base its decision is adverse to the proponent.

If any information may be adverse to the proponent and the proponent has not had an opportunity to comment, the EPA *will* give the proponent an opportunity to comment on this information.

The EPA *will* make any request for proponent comment as a request for further information under s. 38A(1).

2.2 EPA to decide whether to assess a referred proposal (s. 39A)

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to administer s. 39A(1) to decide whether to assess a proposal.

The Executive Director, EPA Services Directorate of the DWER has a delegation from the EPA to administer s. 39A(3) and s. 39A(4) to issue the required notices relating to the EPA's decision.

2.2.1 Public comment on referred proposals

The public are invited to comment on whether or not the EPA should assess the proposal, and if so, the level of assessment (see [Section 2.3.1](#)).

The EPA uses the relevant information obtained from public comments to gauge the level of public interest about the likely effect of the proposal, if implemented, on the environment.

If the proposal may impact on Matters of National Environmental Significance (i.e. a potential controlled action) the EPA may request that the Commonwealth provide advice on the adequacy of referral documentation, in parallel with the public comment period.

2.2.1.1 Making a submission to the EPA

The EPA prefers that submissions throughout the EIA process are made electronically via the EPA's Consultation Hub at consultation.epa.wa.gov.au. The Consultation Hub enables the EPA to track and acknowledge submissions. The EPA cannot guarantee that submissions are received by other methods.

Alternatively submissions can be:

- Posted to: Environmental Protection Authority
Locked Bag 10
Joondalup WA 6919
- Delivered to: Environmental Protection Authority
Prime House, 8 Davidson Terrace
Joondalup WA 6027

Submitters may request that their details (i.e. name and contact details) are treated as confidential. A request for confidentiality does not make your submission automatically exempt from disclosure. A submission (or part thereof) may still be disclosed if required under the *Freedom of Information Act 1992*, under court order, for procedural fairness purposes or under any other applicable law.

The EPA *will* not accept submissions received after the closing date.

2.3 Decision to assess (s. 39A(6))

Refer to the [Administrative Procedures](#).

2.3.1 Level of assessment

In deciding the **level of assessment** requirements, the EPA considers information including, but not limited to, any or all of the following:

- Information and level of detail provided in the referral (and any supplementary reports with the referral), including:
 - the proposal
 - potential impacts
 - proposed management measures
 - evidence of effective stakeholder consultation.
- Information obtained from any requests for further information (s. 38A) and/or the EPA's own investigations and inquiries (s. 39A(2)).
- The number and complexity of preliminary key environmental factors relevant to the proposal.
- Whether it is a common type of proposal where there is an established condition-setting framework for that type of proposal.
- The level of public interest about the likely effect of the proposal, if implemented, on the environment.

When considering significance of the potential impacts, the EPA may have regard to various matters, including the following:

- Values, sensitivity and quality of the environment which is likely to be impacted
- Extent (intensity, duration, magnitude and geographic footprint) of the likely impacts
- Consequence of the likely impacts (or change)
- Resilience of the environment to cope with the impacts or change
- Cumulative impacts with other existing or foreseeable activities, developments and land uses
- Connections and interactions between parts of the environment to inform a holistic view of impacts to the whole environment
- Level of confidence in the prediction of impacts and the success of proposed mitigation.

The EPA will use a descriptor for the level of assessment (in the record required by s. 39(1)(b)) that refers to the information required for the EPA's assessment, whether any of the additional assessment information is made available for public review and the section/s of the EP Act that the requirement relates to. In generic terms the level of assessment is usually:

Assessment information – public review required (EP Act section/s)

Example – most common descriptors of level of assessment:

Referral information (s. 38, and where applicable s. 38A and/or s. 39A(2)(b)) – where the EPA determines that it has enough information to assess the proposal from the referral information obtained under s. 38 (and where applicable, information provided from a request/s for further information under s. 38A and/or information derived from the EPA's investigations and inquiries under s. 39A(2)(b)).

Environmental review – no public review (s. 40(2)(b)) – where the EPA determines that an environmental review is required under s. 40(2)(b), but the report on the environmental review (Environmental Review Document) will not be made public.

Public environmental review (s. 40(2)(b) and s. 40(4)) – where the EPA determines that an environmental review is required under s. 40(2)(b) and the Environmental Review Document is to be made available for public review under s. 40(4).

The EPA has a wide discretion under s. 40 of the EP Act to determine information required for its assessment and is not bound to use the descriptors of the level of assessment above.

Example – other descriptor of level of assessment:

For a proposal where there is a technical issue relating to one preliminary key environmental factor, the EPA may decide that it needs a technical report and an independent peer review of that technical report for its assessment, rather than the proponent undertaking an environmental review. The EPA may also determine that the technical report and peer review should be made available for public review. For this example, the level of assessment would be:

Technical report and peer review of technical report – public review required (s. 40(2)(a) and s. 40(4))

The EPA *may* also include other information with the level of assessment (in the record required by s. 39(1)(b)), usually related to the Environmental Scoping Document that the EPA uses to define the form, content, timing and procedure of an environmental review (see [Section 2.3.1.1](#)) and/or the public review period for the environmental review or other additional assessment information (see [Section 2.3.1.2](#)).

2.3.1.1 Information required for the EPA's assessment

Environmental review

The EPA *usually* requires the proponent to undertake an environmental review under s. 40(2)(b) and provide an **Environmental Review Document** as the report on the environmental review.

Where an environmental review is required, the EPA *will* include information related to scoping with the level of assessment:

- whether the EPA or the proponent will prepare the Environmental Scoping Document, and
- whether the Environmental Scoping Document will be released for public review and if so, the public review period, which is *usually* two weeks.

The EPA *may* require that the proponent prepare the Environmental Scoping Document for proposals that are particularly complex, unusual and/or where there is considerable public interest.

Other information or reports

In some circumstances, the EPA *may* require other information or reports under s. 40 instead of, or in addition to an Environmental Review Document. For example, the EPA *may* require a scientific report or an independent peer review of an existing scientific report.

2.3.1.2 Whether any of the additional assessment information is made available for public review

Under s. 40, the EPA *may* make information or reports provided to it for the assessment available for public review. This is *usually* the Environmental Review Document. The EPA *may* also specify the public review of other information or reports described by s. 40.

Where the EPA identifies the need for the public review of this information when it decides to assess a proposal, the EPA *will* include the length of the public review period for the Environmental Review Document (or other additional assessment information) with the level of assessment. The review period is *usually* two to twelve weeks for an Environmental Review Document.

The key considerations for the EPA in deciding whether to make information available for public review and the length of the public review period include, but are not limited to:

- the level of public interest about the likely effect of the proposal, if implemented, on the environment; whether the public interest is at a local, regional or broader scale
- significance of the potential impacts on the environment
- complexity of the potential impacts on the environment.

Under certain situations the EPA *may* extend the public review period. These may include the following:

- the review period coincides with public holiday periods (two weeks will be added to public review periods which occur over the Christmas break)
- the EPA is unable to receive submissions through the Consultation Hub
- the proponent requests an extension to the public review period
- parts or all of the documents are unavailable during the review period
- other exceptional circumstances.

2.4 Decision not to assess (s. 39A(7))

The Executive Director, EPA Services Directorate of the DWER has a delegation from the EPA to administer s. 39A(7).

The EPA *may* carry out its own investigations and inquiries before deciding not to assess a proposal. The extent of the investigations and inquiries depends on the quality of information provided with the referral and the complexity of the proposal. The EPA *may* also request further information under s. 38A, *usually* from the proponent and/or relevant decision-making authorities and other government agencies.

In deciding not to formally assess a proposal, the EPA determines that no further assessment is required by the EPA.

The EPA will also decide whether:

- to give advice on the proposal, or
- whether the proposal can be dealt with under Part V Division 2 of the EP Act (Clearing).

If the EPA gives advice and/or recommendations under s. 39A(7), the EPA *may* provide advice at the time of its decision, including, but not limited to the following formats:

- written advice directly to the proponent or any other relevant person or authority
- public advice published on the EPA's website.

Where the EPA considers that the proposal can be dealt with under Part V Division 2 of the EP Act (Clearing), the EPA *may* liaise with relevant decision-making authorities prior to making the decision.

2.4.1 Appeals on EPA decision not to assess

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to report to the Minister on an appeal under s. 107(1).

In addition to the procedures set out in the [Administrative Procedures](#), where the Minister remits the proposal to the EPA following an appeal, the EPA *will* publish the remittal on the EPA's website.

The EPA will follow the procedures of the relevant stage, subject to any direction by the Minister in the remittal.

2.5 Derived proposals (s. 39B)

A proponent *may* request that a future proposal be declared as a derived proposal where:

- an implementation agreement or decision (Ministerial Statement) has been issued in relation to a strategic proposal, and
- the future proposal is identified in that Ministerial Statement.

Examples of potential derived proposals include:

- an industrial development identified within an industrial precinct assessed as a strategic proposal
- a plan of subdivision identified in a structure plan assessed as a strategic proposal
- a fish farm identified in a plan for an aquaculture development zone assessed as a strategic proposal.

2.5.1 Public comment on request to declare a derived proposal

The public are invited to comment on whether or not the referred proposal should be declared a derived proposal.

The procedures for public comment on a request to declare a proposal a derived proposal are the same as the procedures for public comment on a referred proposal (see [Section 2.2.1](#)).

2.5.2 EPA to decide whether to declare a derived proposal

To decide whether to declare a derived proposal, the EPA *may* require proponents to submit some or all of the plans that might be required through the conditions specified in the strategic proposal Ministerial Statement, that are relevant to the proposed derived proposal (see [Section 4.2.6](#)).

2.6 Record of referred proposals (s. 39)

2.6.1 Record of decision to assess

If the EPA decides to assess a proposal, the EPA *will* include the following in the record:

- proposal and referral details
- level of assessment, as required by s. 39(1)(b) and scoping and/or public review information (see [Section 2.3.1](#))
- prescribed details, as required by s. 39(1)(b).

The EPA *may* also include other information, such as:

- referrer details
- the potential significant effects of the proposal, including impacts that integrate across a proposal (e.g. mine closure)
- the preliminary key environmental factors for the assessment
- explanation of the EPA's decision.

2.6.2 Record of decision not to assess

If the EPA decides not to assess a proposal, the EPA *will* include one of the following descriptors in the record:

- Referral Examined, preliminary investigations and inquiries conducted. Proposal not to be assessed under Part IV of the EP Act – No advice given.
- Referral Examined, preliminary investigations and inquiries conducted. Proposal not to be assessed under Part IV of the EP Act – Advice given.
- Referral Examined, preliminary investigations and inquiries conducted. Proposal not to be assessed under Part IV of the EP Act – Dealt with Under Part V Division 2 of the EP Act (Clearing).

2.6.3 Confidential information

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to administer s. 39(3) and s. 39(4).

2.7 Nomination of proponent (s.38(6) to s. 38(9))

2.7.1 Nomination of proponent

The proponent is the person responsible for the proposal. A proponent may be an individual, a corporation or an association of persons, whether incorporated or not.

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the Minister for all of the powers and duties conferred or imposed under s. 38(6). The Executive Director, EPA Services Directorate has a delegation from the Minister to administer s. 38(6) after a Ministerial Statement has been issued.

The delegations for the nomination of a proponent under s. 38(6) also apply to the change of a proponent under s. 38(7) (see Section 2.7.2).

Prior to the issue of a Ministerial Statement, the Minister *will* nominate the proponent:

- *usually* when the EPA decides whether or not to assess a proposal, in the notice under s. 39A(3), or
- at any time, by notice under s. 38(6).

Following the issue of a Ministerial Statement under s. 45(5), the Minister *will* nominate the proponent by notice under s. 38(6).

2.7.2 Change of proponent

In addition to the procedures set out in the [Administrative Procedures](#), the current proponent is to notify the Minister in writing using the [Change of proponent form](#) advising the name of the person to whom or which responsibility for the proposal will pass or has passed (s. 38(6a)).

The EPA requests that proponents submit the [Change of proponent form](#) prior to or within 30 days of ceasing to have responsibility for the proposal.

Stage 2 – EPA to decide whether to assess a referred proposal ends when the EPA:

1. publishes the record of its decision whether or not to assess a proposal (s. 39(1)) and issues the required notices under s. 39A(3), or
2. publishes its decision whether to declare a proposal to be a derived proposal (s. 39B(5)) and issues the required notices under s. 39B.

Stage 3 – Assessment of proposals (s. 40 to s. 43)

The key assessment steps for **Stage 3 – Assessment of proposals** for s. 40 of the EP Act are summarised in the process diagram below (Figure 5). The procedures for the key steps within s. 40 are summarised in subprocess diagrams (Figures 6 to 10).

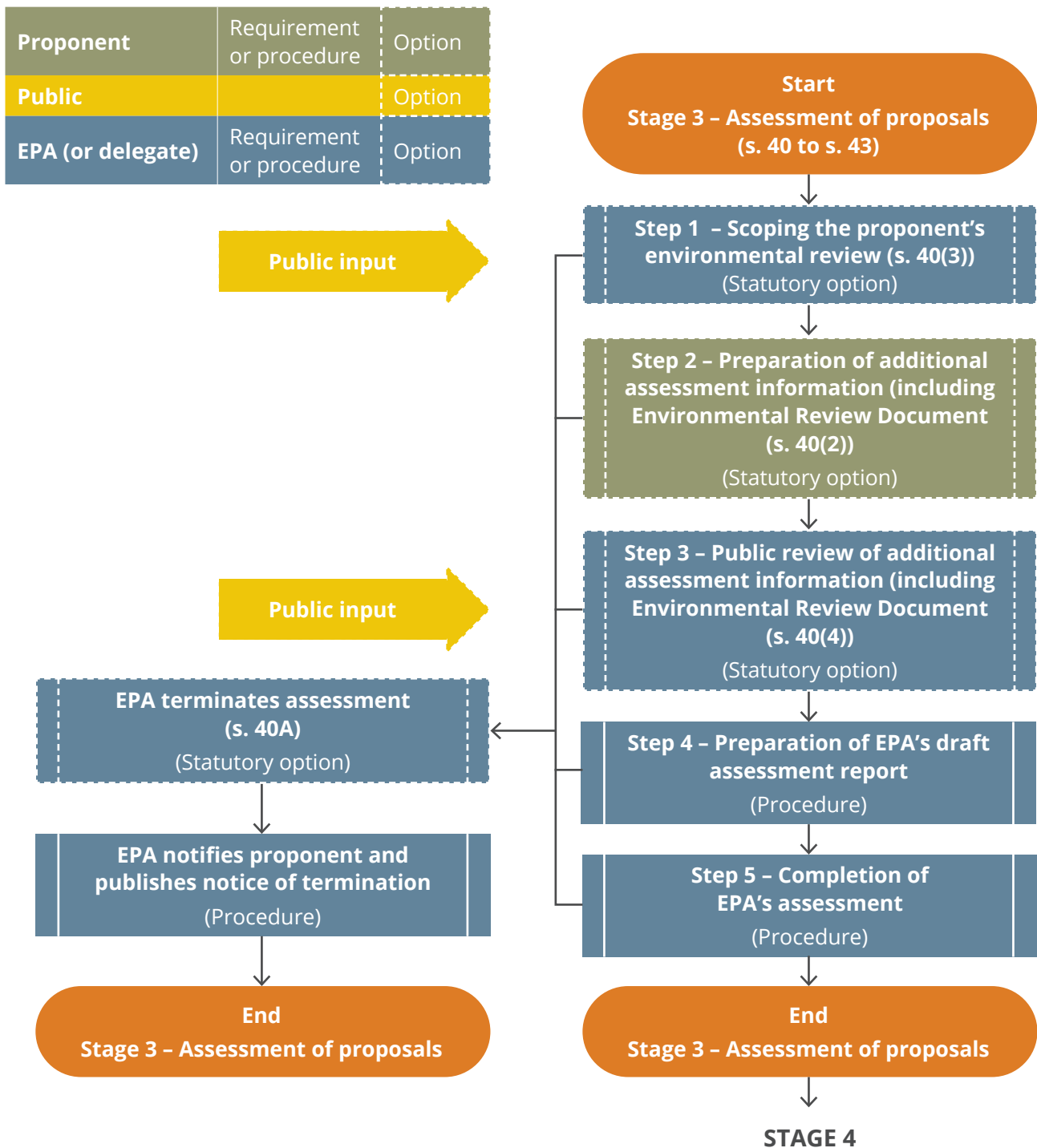


Figure 5: Stage 3 – Assessment of proposals

Stage 3 – Assessment of proposals starts when the EPA publishes its decision to assess a proposal (s. 39(1)) and issues the required notices under s. 39A(3).

3.1 Assessing referred proposals (s. 40)

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to administer:

- s. 40(2)(a) to require any person to provide it with information, as specified in the EPA's requirement
- s. 40(2)(aa) to require the proponent to provide a contaminated sites auditor's report on the proposal
- s. 40(2a) to make other investigations and inquiries
- s. 40(3) to determine the form, content, timing and procedure of any environmental review where it has been decided, and set out in the public record, that the level of assessment includes a requirement for an environmental review with no public review
- s. 40(4)(a) and (b) to cause information or a report to be made available for public review
- s. 40(6)(b) to require the proponent to respond to submissions.

The Executive Director of the EPA Services Directorate of the DWER has a delegation from the EPA to administer:

- s. 40(4)(a), s. 40(4)(b) and s. 40(6)(b), as described above
- s. 40(5) to exclude confidential information before making information available for public review.

3.1.1 Step 1. Scoping the proponent's environmental review

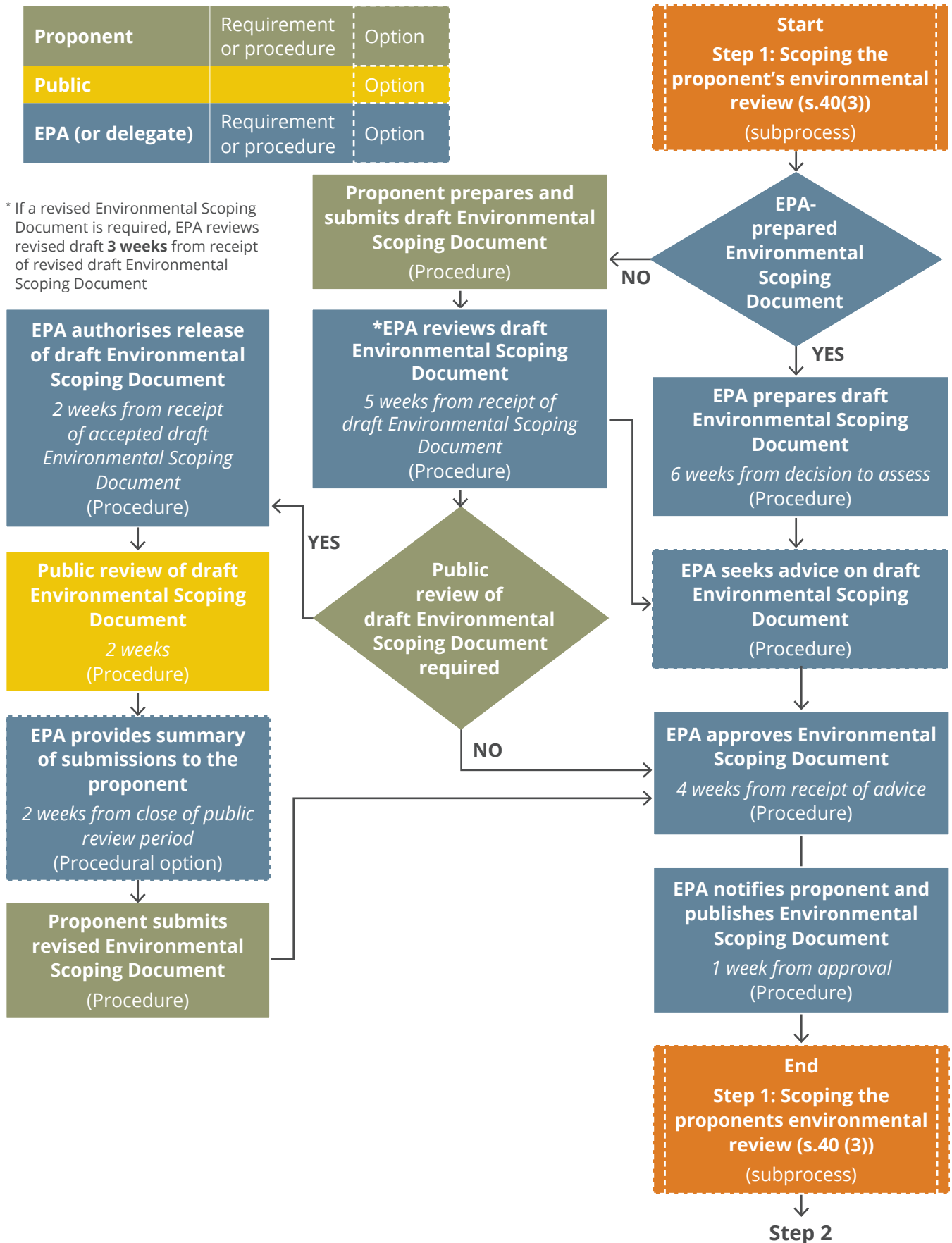


Figure 6: Stage 3, Step 1 – Scoping

Step 1 – Scoping the proponent’s environmental review starts when the EPA starts its assessment, where an environmental review is required.

Where an environmental review is required under s. 40(2)(b), the EPA uses an **Environmental Scoping Document** to determine the form, content, timing and procedure of the proponent’s environmental review under s. 40(3).

3.1.1.1 Content of the Environmental Scoping Document

The EPA uses the [Environmental Scoping Document template](#) for an Environmental Scoping Document. The EPA *requires* that proponents follow this template for a proponent-prepared Environmental Scoping Document.

The template includes instructions for preparing an Environmental Scoping Document.

The Environmental Scoping Document outlines the work required and key areas of focus for the environmental review. The instructions with the Environmental Review Document template outline the full requirements for the Environmental Review Document.

An Environmental Scoping Document includes the following sections:

1. Introduction
2. The proposal
3. Preliminary key environmental factors and required work (including preparation of Environmental Management Plans)
4. Other environmental factors or matters
5. Stakeholder consultation
6. Decision-making authorities.

The Environmental Scoping Document *usually* includes all the information (including required work) for the environmental review, even if the proponent has completed some parts of the environmental review (e.g. surveys).

However, where a supplementary report is provided with the referral that adequately addresses some of the preliminary key environmental factors, the EPA *may* require the Environmental Scoping Document to cover:

- all preliminary key environmental factors, or
- only the factors that require further work.

The EPA *requires* that proponents define the proposal in the Environmental Scoping Document according to the [Instructions and template: How to define the key characteristics of a proposal](#).

For mining proposals, the EPA may require work relating to mine closure (e.g. rehabilitation of native vegetation, management of pit lakes), including the preparation of a Mine Closure Plan in accordance with Department of Mines, Industry Regulation and Safety’s [Statutory Guideline for Mine Closure Plans](#) and [Mine Closure Plan Guidance – how to prepare in accordance with the Statutory Guidelines](#).

For proposals in the Pilbara IBRA region, the EPA may require preparation of an Impact Reconciliation Procedure in accordance with the [Instructions: Preparing Impact Reconciliation Procedures and Impact Reconciliation Reports](#).

3.1.1.2 Preparation and EPA review of the Environmental Scoping Document

The Environmental Scoping Document is a draft until the EPA approves it (see [Section 3.1.1.4](#)).

During the preparation of the draft Environmental Scoping Document by either the EPA or the proponent:

- the EPA and the proponent *will* consult with relevant stakeholders (including relevant decision-making authorities and other government agencies) on the content of the Environmental Scoping Document
- the EPA will confirm the preliminary key environmental factors having regard to the matters relating to significance in the EPA's [Statement of Environmental Principles, Factors and Objectives](#) and the nature of the proposal, including the key proposal characteristics
- the EPA *may* seek advice from relevant decision-making authorities and other government agencies (including the Commonwealth, if the proponent has requested that the proposal be assessed under the **Bilateral Agreement** or as an accredited assessment)
- the EPA *will* consider advice received and *may*:
 - amend the draft EPA-prepared Environmental Scoping Document, or
 - request the proponent amend the proponent-prepared Environmental Scoping Document.

The EPA will *usually* seek advice from relevant decision-making authorities and other government agencies (including the Commonwealth) *once* during the scoping step.

3.1.1.3 Public review of an Environmental Scoping Document

Where a public review of a proponent-prepared Environmental Scoping Document is specified with the level of assessment (in the record required by s. 39(1)(b)):

- the EPA *will* authorise the release the draft proponent-prepared Environmental Scoping Document for public review, for the period specified (in the record required by s. 39(1)(b)) (see [Section 2.3.1.2](#))
- the EPA will release the draft Environmental Scoping Document for public review on its Consultation Hub at consultation.epa.wa.gov.au
- any person or public authority (including decision-making authorities and other government agencies) can make a submission
- the EPA *may* acknowledge the persons who have made a submission
- the EPA *may* provide a summary of submissions to the proponent
- where the EPA receives any comments and/or information that may be adverse to the proponent, the EPA *will* give the proponent the opportunity to respond
- the EPA *may* require that the draft Environmental Scoping Document be amended to address relevant comments received during the public review.

See [Section 2.2.1.1](#) for the procedures relating to making a submission to the EPA.

3.1.1.4 Approval of the Environmental Scoping Document

The EPA *will*:

- Consider the draft Environmental Scoping Document, *usually* at an EPA meeting. The EPA *usually* invites the proponent to attend the EPA meeting.
- Decide whether the **Bilateral Agreement** applies.
- Approve the Environmental Scoping Document, once it is satisfactory, as the basis for the environmental review.
- Notify the proponent in writing once the EPA has approved the Environmental Scoping Document.
- Provide the approved Environmental Scoping Document to the Commonwealth, if the EPA decides to assess the proposal under the **Bilateral Agreement** or as an accredited assessment.
- Publish the approved Environmental Scoping Document on the EPA's website.

Step 1 – Scoping the proponent's environmental review ends when the EPA approves and publishes the Environmental Scoping Document.

3.1.2 Step 2. Preparation of additional assessment information (including an Environmental Review Document)

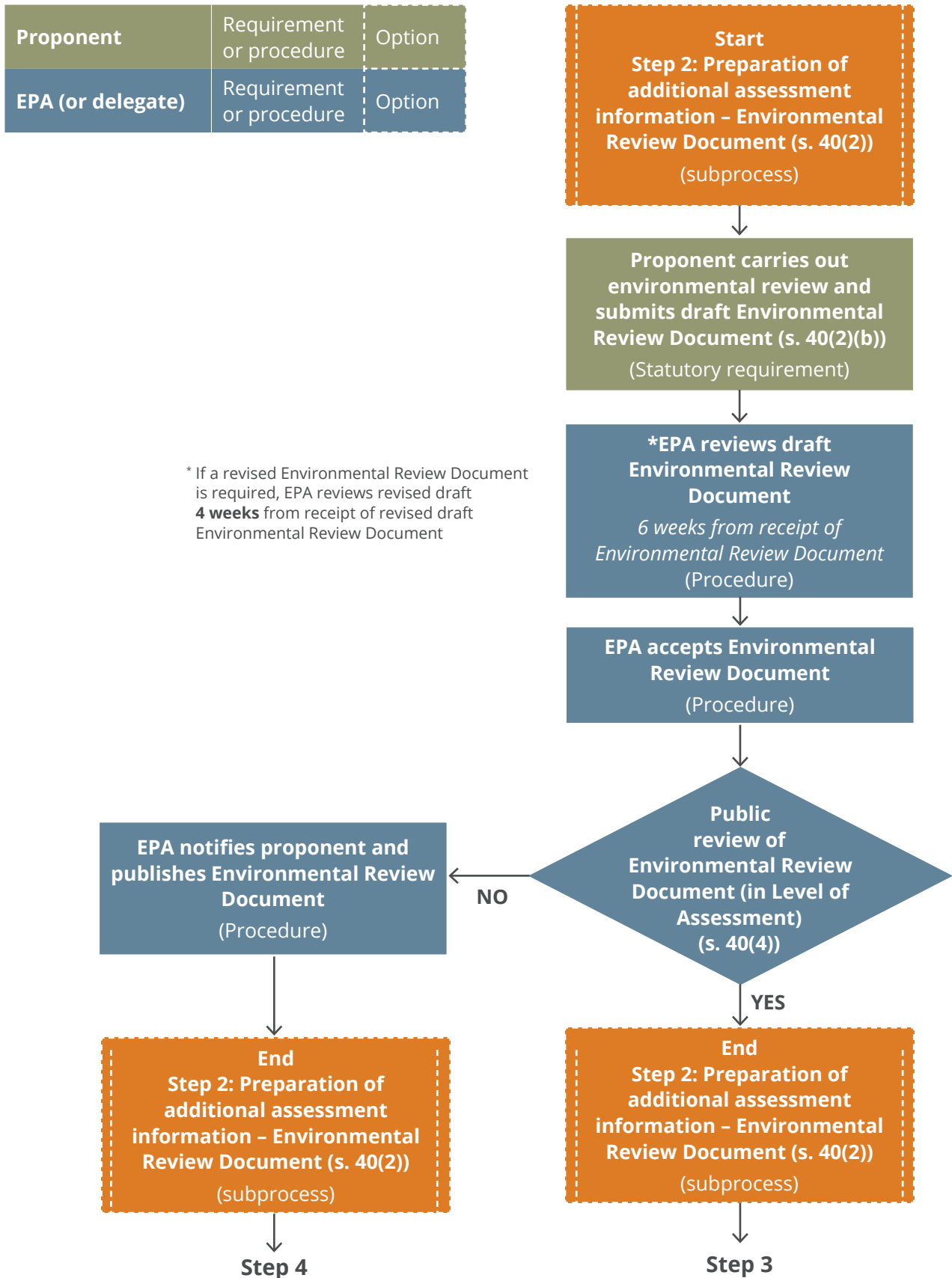


Figure 7: Stage 3, Step 2 – Preparation of additional assessment information

Step 2 – Preparation of additional assessment information starts when the EPA approves and publishes the Environmental Scoping Document, where an environmental review is required.

3.1.2.1 Content of the Environmental Review Document

The EPA *requires* that proponents follow the [Instructions and Template: How to prepare an Environmental Review Document](#) for an Environmental Review Document. An Environmental Review Document includes the following sections:

1. Introduction
2. The proposal (including key proposal characteristics)
3. Stakeholder engagement
4. Environmental principles and factors. For each preliminary key environmental factor:
 - EPA factor and objective
 - Relevant policy and guidance
 - Receiving environment
 - Potential impacts and assessment of impacts
 - Mitigation (application of mitigation hierarchy of avoid, minimise, rehabilitate)
 - Predicted outcome (including discussion of offsets)
5. Other environmental factors or matters
6. Offsets
7. Matters of National Environmental Significance
8. Holistic impact assessment.

3.1.2.2 Preparation and EPA review of the Environmental Review Document

Preparation of the Environmental Review Document

Proponents:

- *must* conduct the environmental review in accordance with the approved Environmental Scoping Document (and Schedule 4 of the Environmental Protection and Biodiversity Conservation Regulations 2000, if the EPA is assessing the proposal under the **Bilateral Agreement** or as an accredited assessment)
- *must* define the proposal according to the [Instructions: How to define the key characteristics of a proposal](#)
- *should* prepare Environmental Management Plans as part of the management measures for the key environmental factors where a particular impact may be significant without those management measures
- *must* prepare an Environmental Management Plan/s as part of the environmental review, if required in the Environmental Scoping Document
- *must* follow the [Instructions and Template: How to prepare Part IV Environmental Management Plans](#) when preparing Environmental Management Plans
- *may* be required to follow the Department of Mines, Industry Regulation and Safety's [Statutory Guideline for Mine Closure Plans](#) and [Mine Closure Plan Guidance – how to prepare in accordance with the Statutory Guidelines](#) when preparing a Mine Closure Plan
- *should* consider offsets as early as possible in the assessment process, where a proposal is likely to have a significant residual impact that will remain after application of the mitigation hierarchy
- *must* follow the [WA Environmental Offsets Policy and the WA Environmental Offsets Guidelines](#), and complete the [WA Environmental Offsets template](#). If the proposal relates to a change to, or an expansion of, an approved proposal, current offsets practice applies to these changes

- *must* follow the [Instructions: Preparing Impact Reconciliation Procedures and Impact Reconciliation Reports](#) when preparing Impact Reconciliation Procedures
- *should* provide an IBSA data package via the IBSA Submissions portal for each terrestrial biodiversity survey report and provide an IMSA data package for each marine survey report provided
- *must* follow the [Instructions and Form: IBSA Data Packages](#) and [Instructions and Form: IMSA Data Packages](#) when preparing the IBSA and IMSA data packages.

EPA review of the Environmental Review Document

The EPA:

- *may* seek advice from relevant decision-making authorities and other government agencies (including the Commonwealth, if the EPA is assessing the proposal under the **Bilateral Agreement** or as an accredited assessment)
- *may* identify new preliminary environmental factors and/or other environmental factors and matters
- *will* consider advice received and *may* request that the proponent amend the draft Environmental Review Document
- *will* give the proponent the opportunity to respond, where the EPA receives any comments and/or information that may be adverse to the proponent.

The EPA will *usually* seek advice from relevant decision-making authorities and other government agencies *once* on the Environmental Review Document during its assessment. Where public review of the Environmental Review Document is required, the EPA will *usually* seek advice on the final Environmental Review Document that is released for public review (see **Step 3**, [Section 3.1.3](#)).

3.1.2.3 EPA acceptance of the Environmental Review Document

The EPA *will*:

- accept the Environmental Review Document, when it meets the requirements of the approved Environmental Scoping Document
- notify the proponent in writing once the EPA has accepted the Environmental Review Document
- provide the accepted Environmental Review Document to the Commonwealth, if the EPA assesses the proposal under the **Bilateral Agreement** or as an accredited assessment
- publish the accepted Environmental Review Document on the EPA's website, if public review is not required.

3.1.2.4 Other additional assessment information

Where the EPA requires additional assessment information other than an Environmental Review Document (for example, a technical report or peer review), the EPA:

- *will* inform the proponent in writing that the EPA requires this information
- *will* provide proposal-specific instructions to the person who will prepare the information
- *may* seek advice on the information from relevant decision-making authorities and other government agencies (including the Commonwealth, if the EPA assesses the proposal under the **Bilateral Agreement** or as an accredited assessment)
- *will* provide the information to the proponent, if the person preparing the information is not the proponent
- *will* consider advice received and *may* request that the proponent or any other person amends the information
- *will* give the proponent the opportunity to respond, where the EPA receives any comments and/or information that may be adverse to the proponent
- *will* notify the person in writing, when the EPA accepts the additional assessment information
- *will* publish the additional assessment information on the EPA's website, if public review is not required.

Step 2 – Preparation of additional assessment information ends when the EPA either:

1. accepts the Environmental Review Document (or other additional assessment information) and publishes it, if public review is not required, or
2. accepts the Environmental Review Document (or other additional assessment information), if public review is required.

3.1.3 Step 3. Public review of additional assessment information (including a proponent Environmental Review Document)

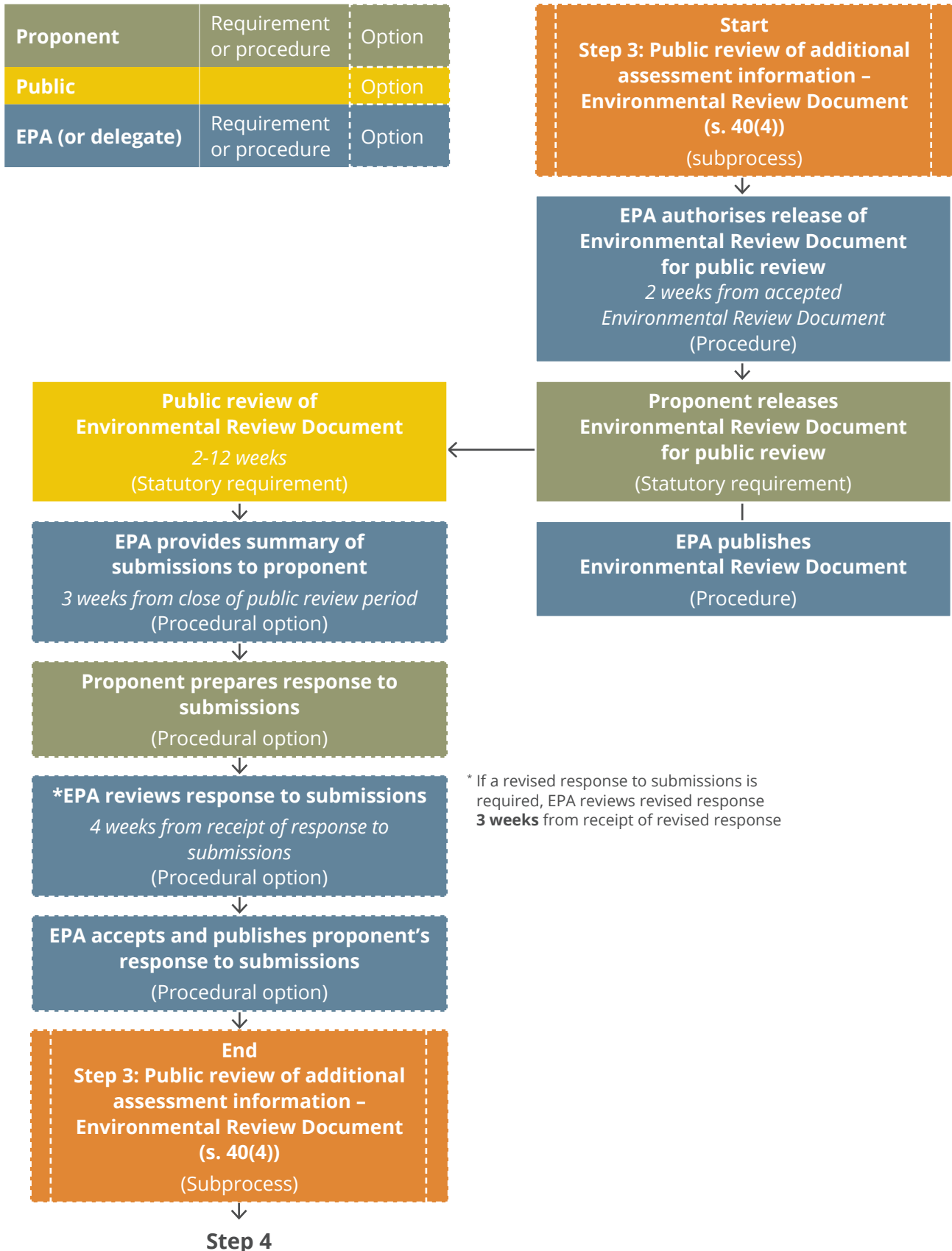


Figure 8: Stage 3, Step 3 – Public review of additional assessment information – Environmental Review Document

Step 3 – Public review of additional assessment information starts when the EPA accepts the Environmental Review Document (or other additional assessment information), if public review is required.

Where a public review of an Environmental Review Document is specified in the level of assessment (in the record required by s. 39(1)(b)):

- the EPA *will* authorise the release of the Environmental Review Document, (for the period specified in the record required by s. 39(1)(b))
- the proponent *will* release the Environmental Review Document for public review (see [Instructions and template: Advertising requirements and release of a document for public review](#))
- the EPA *will* publish the Environmental Review Document
- any person or public authority (including decision-making authorities and other government agencies) can make a submission
- the EPA *may* request that relevant government agencies and/or experts provide advice (including the Commonwealth, if the EPA assesses the proposal under the **Bilateral Agreement** or as an accredited assessment)
- the EPA *may* acknowledge the person(s) who have made a submission
- the EPA *may* provide a copy of the submissions and *may* provide a summary of the key issues raised in the submissions to the proponent after the close of the public review period
- the EPA *may* require the proponent to respond to any submissions (s. 40(6)(b))
- the EPA *will* accept the proponent's response to submissions, if the EPA requires the proponent to respond to submissions, when the response is adequate to enable the EPA to prepare its draft assessment report
- the EPA *will* notify the proponent in writing when the EPA accepts the proponent's response to submissions
- the EPA *may* publish the proponent's response to any submissions on the EPA's website prior to release of the EPA's report, for information only.

If the proponent does not provide an adequate response to submissions, the EPA may accept the response to submissions so that it can proceed to prepare its draft assessment report, provided that a reasonable period has lapsed after the EPA provided the submissions to the proponent and the proponent has confirmed in writing that it has no further response. In this case, the EPA will take a cautious approach to complete its assessment, based on the information available.

See [Section 2.2.1.1](#) for the procedures relating to making a submission to the EPA.

The procedures for the public review of other additional assessment information are the same as the procedures for the public review of an Environmental Review Document.

Step 3 – Public review of additional assessment information ends when either:

1. the public review period closes, if the EPA does not require the proponent to respond to submissions, or
2. the EPA accepts and publishes the proponent's response to submissions, if the EPA requires the proponent to respond to submissions.

3.1.4 Step 4. Preparation of draft assessment report

Proponent	Requirement or procedure	Option
EPA (or delegate)	Requirement or procedure	Option

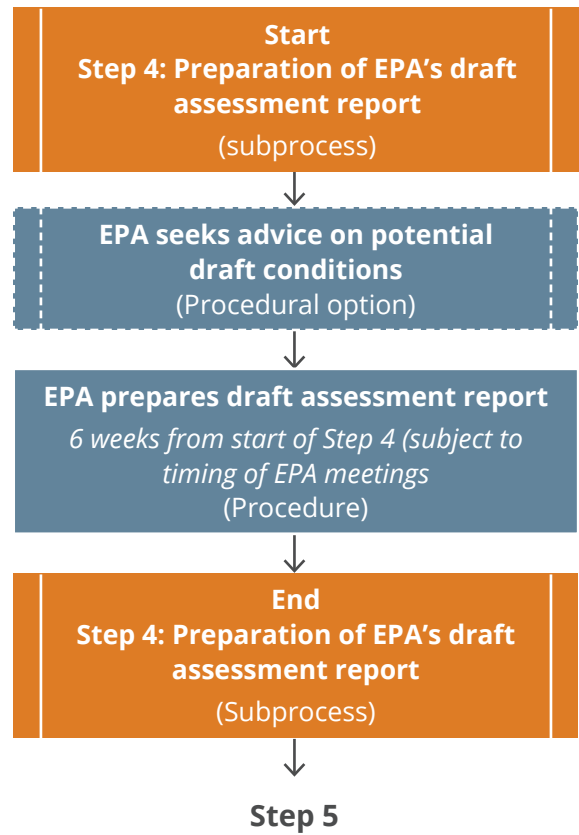


Figure 9: Stage 3, Step 4 – Preparation of EPA's draft assessment report

Step 4 – Preparation of EPA’s draft assessment report starts when either:

1. the EPA decides to assess a proposal, if the information required for the assessment is the referral information, or
2. the EPA approves additional assessment information (including an Environmental Review Document), if public review of that information is not required, or
3. the public review period closes, if public review of information is required and the EPA does not require the proponent to respond to submissions, or
4. the EPA accepts the proponent’s response to submissions, if the EPA requires the proponent to respond to submissions.

In preparing its draft assessment report, the EPA:

- *Will* confirm whether the preliminary key environmental factors are the final key environmental factors.
- *Will* usually assess the Environmental Management Plans provided during its assessment, and if so:
 - *will* consider whether the Environmental Management Plans are adequate
 - *may* require the proponent to amend the Environmental Management Plans.
- *Will* consider whether any proposed offsets are adequate, where offsets are relevant.
- *May* seek advice from the Commonwealth (if the EPA assesses the proposal under the Bilateral Agreement or as an accredited assessment) on the draft assessment report in addressing impacts on Matters of National Environmental Significance.
- *Will* consider whether the proposal may be implemented (see Stage 4 EPA Report), and if so:
 - *will* consider whether any or all of the proposal elements need to be controlled through an authorised extent
 - *will* consider whether any conditions (including those relating to Environmental Management Plans and/or offsets) are required
 - *may* seek advice from relevant decision-making authorities, other government agencies and the proponent on potential draft conditions (including the Commonwealth, if the EPA assesses the proposal under the *Bilateral Agreement* or as an accredited assessment).

The Environmental Management Plan/s *must* contain proposal-specific information consistent with [Instructions and Template: How to prepare Part IV Environmental Management Plans](#).

The EPA *will* consider management plans that apply to multiple operations or a region and cover more than one proposal (and/or Ministerial Statement), where they meet the requirements of the documents above.

While the target timeframe for the EPA to prepare a draft assessment report is six weeks, in practice, this timeframe will vary, as the EPA *usually* considers a draft assessment at an EPA meeting (see Step 5), which are held monthly. The EPA’s target time to prepare the draft assessment report (six weeks) and to finalise the report and give the report to the Minister (six weeks) is 12 weeks (see also Stage 4).

Step 4 – Preparation of EPA’s draft assessment report ends when the EPA prepares a draft assessment report.

3.1.5 Step 5. Completion of the EPA's assessment

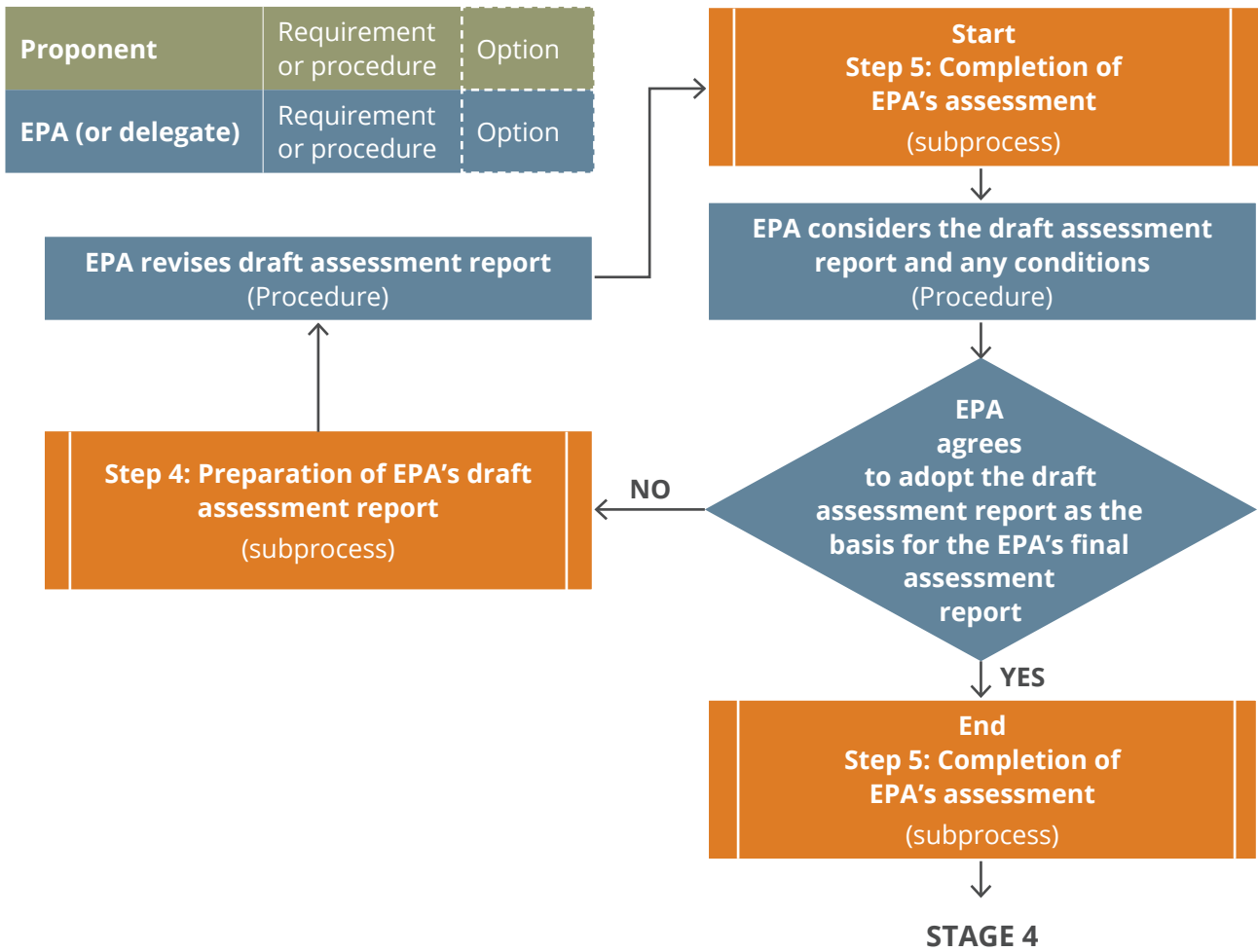


Figure 10: Stage 3, Step 5 – Completion of the EPA's assessment

In addition to the procedures set out in the Administrative Procedures, the EPA usually considers the draft assessment report at an EPA meeting. The EPA *usually* invites the proponent to attend the EPA meeting.

3.2 Termination of assessment (s. 40A)

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to administer s. 40A in relation to the termination of a proposal.

A proponent may request in writing, at any time, that the EPA terminate the assessment of its proposal. The EPA *will* consider the request and terminate the assessment if it is appropriate to do so.

The EPA *may* also terminate assessment of a proposal if one of the criteria in s. 40A(1) are met.

Where a proponent fails to comply with a requirement under s. 40A(1)(b), before exercising its powers, the EPA:

- *will* notify the proponent of its intention to terminate the assessment and give them an opportunity to respond as to why the EPA should not exercise that power
- *will* have regard to the proponent's response before exercising its powers.

If the EPA terminates an assessment, the EPA:

- *will* notify the proponent in writing
- *may* publish the notice of termination on the EPA's website.

3.3 Assessment of strategic proposal (s. 40B)

The EPA recognises that detailed design of the future proposals identified in the strategic proposal may not be available at the time of the EPA's assessment of the strategic proposal.

However, the EPA expects that proponents will provide the EPA with sufficient information about the strategic proposal, and undertake an environmental review of its strategic proposal to the extent necessary, to enable the EPA to complete its assessment and provide a report to the Minister (see [Stage 4](#)).

The assessment of a strategic proposal should enable the EPA to define the overall environmental outcomes that must be achieved through implementation of any future derived proposals.

To do this, the EPA's assessment *will*:

- define, as far as possible, the key characteristics of the future proposals
- define the maximum extent or limits to the scope of any future proposals
- identify the key environmental factors associated with the future proposals, at a scale commensurate with the nature and extent of those future proposals
- define the maximum disturbance (impact) footprint of the future proposals (terrestrial, marine and air) and the envelope within which any future proposals will occur
- define the potential maximum cumulative environmental impacts and/or risks from the future proposals, and demonstrate the acceptability of those impacts/risks.

3.4 Decision-making authority not to approve proposal until certain events occur (s. 41)

Refer to the [Administrative Procedures](#).

3.4.1 Investigation work

Investigation work is an activity carried out to inform the EPA's decision to assess a proposal or assessment of a proposal, or to inform design or planning that does not involve the implementing the proposal.

Investigation work that informs the EPA's assessment of a proposal may include:

- environmental investigations (e.g. biological surveys, sampling for acid sulphate soils)
- design investigations (e.g. geotechnical work for determining proposal design, definition drilling of an ore body)
- clearing to provide access for surveys.

In relation to proposed investigation work:

- EPA consent is *not* required for investigation work that does not involve the implementation of the proposal
- proponents *will* need to obtain separate approvals, permits or licences from relevant decision-making authorities for the investigation work, if required
- decision-making authorities *may* seek advice from the EPA if they are unsure whether the proposed work is implementing the proposal
- decision-making authorities *may* approve investigation work that is not implementing the proposal.

If the investigation work is likely to have significant impact on the environment, it *may* require referral to the EPA as a separate proposal (e.g. if the proposed work is located in an Environmentally Sensitive Area).

3.5 Proposal not to be implemented before action under s. 45 taken (s. 41A)

Refer to the [Administrative Procedures](#).

3.5.1 Minor or preliminary work

Minor or preliminary work is work associated with the implementation of a proposal that is unlikely to have a significant impact on the environment. This includes any activities that a proponent would normally undertake if it was not prevented under s. 41A(1) from doing anything to implement the proposal.

Minor or preliminary work may include the construction of infrastructure for the proposal in an area that is unlikely to have a significant environmental impact (e.g. for an airstrip for survey access, on previously cleared pastoral land).

3.5.1.1 Criteria for EPA consent to undertake minor or preliminary work

Proponents *must* demonstrate the following criteria for the EPA to consent to the minor or preliminary work:

1. the work must be associated with the implementation of the proposal
2. the potential environmental impacts of the work must not be significant.

Proponents should also discuss:

3. whether the impact can be reversed (e.g. through rehabilitation)
4. The environmental justification for the work (e.g. avoid breeding season, avoid phytophthora spread during winter rainfall etc).

3.5.1.2 Content of the request for EPA consent for minor or preliminary work

The EPA *requires* that proponents follow the [Checklist: Request for EPA consent to undertake minor or preliminary work](#) when preparing a request for EPA consent to undertake minor or preliminary work.

The request *must* include the following:

1. assessment details
2. details of the proposed work (including key proposal characteristics according to the [Instructions and Template: How to define the key characteristics of a proposal](#))
3. information to demonstrate that the work is associated with the implementation of the proposal
4. details of the potential environmental impacts likely to be caused by the work
5. details of any decommissioning or rehabilitation work which would be carried out should the proposal not be approved for implementation
6. information to demonstrate that the impact can be reversed (e.g. through rehabilitation)
7. environmental justification for the work
8. other approvals required for the work.

3.5.1.3 Process for the request for EPA consent to undertake minor or preliminary work

The Chairman (or the Deputy Chairman if the Chairman is absent) has delegation from the EPA to administer s. 41A(3).

The process for the request for EPA consent under s. 41A(3) to undertake minor or preliminary work is:

- proponents *should* identify the need for minor or preliminary work as early as possible in the assessment process (ideally at referral or scoping)
- proponents *must* submit a request for consent to the EPA for minor or preliminary work
- the EPA *will* consider the request
- the EPA *will* notify the proponent in writing of its decision to consent to or refuse the request to undertake the minor or preliminary work
- the EPA *may* publish its decision on the EPA's website
- proponents *may* carry out the minor or preliminary work requested once the EPA has granted consent and the relevant decision-making authorities have granted other necessary approvals, permits or licences (where required).

3.6 Conduct of public inquiries under s. 40(2)(c) (s. 42)

Refer to the [Administrative Procedures](#).

3.7 Minister to direct the EPA to assess a proposal (s. 43)

Refer to the [Administrative Procedures](#).

3.8 Changes to proposals during assessment (s. 43A)

3.8.1 Content of the request for EPA consent for a change to proposal

If a proponent wants to change a proposal during assessment, the proponent *must* seek the EPA's consent and provide the EPA with the following:

1. details of the proposed change
2. statement of the significance of the change
3. rationale for the change.

3.8.2 Process for the request for EPA consent for a change to proposal

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to administer s. 43A.

The process for the request for EPA consent for a change to proposal is:

- proponents *should* identify the need for a change to proposal as early as possible in the assessment process (ideally at scoping)
- proponents *must* submit a request for consent to the EPA for a change to proposal
- the EPA *will* consider the request
- the EPA *may* consult with the relevant decision-making authorities and other government agencies
- the EPA *may* release information on the proposed change for public information or review
- the EPA *will* notify the proponent in writing of its decision to consent to or refuse the request for a change to proposal
- the EPA *may* publish its decision on the EPA's website.

The EPA *may* consider the following in deciding whether consultation or public review is necessary:

- the nature of the proposed change
- the stage of the assessment process (i.e. whether information has been released for public review)
- the currency, relevance and reliability of the information that exists, including any submissions
- the degree to which the proponent has engaged with the community that may be affected by the proposal
- the level of public interest about the proposal.

Stage 3 – Assessment of proposals ends when:

1. the EPA completes its assessment, or
2. the EPA terminates the assessment.

Stage 4 – EPA report on the assessment of a proposal (s. 44)

The procedures for **Stage 4 – EPA report on the assessment of a proposal** relating to section 44 of the EP Act are summarised in the process diagram below (Figure 11).

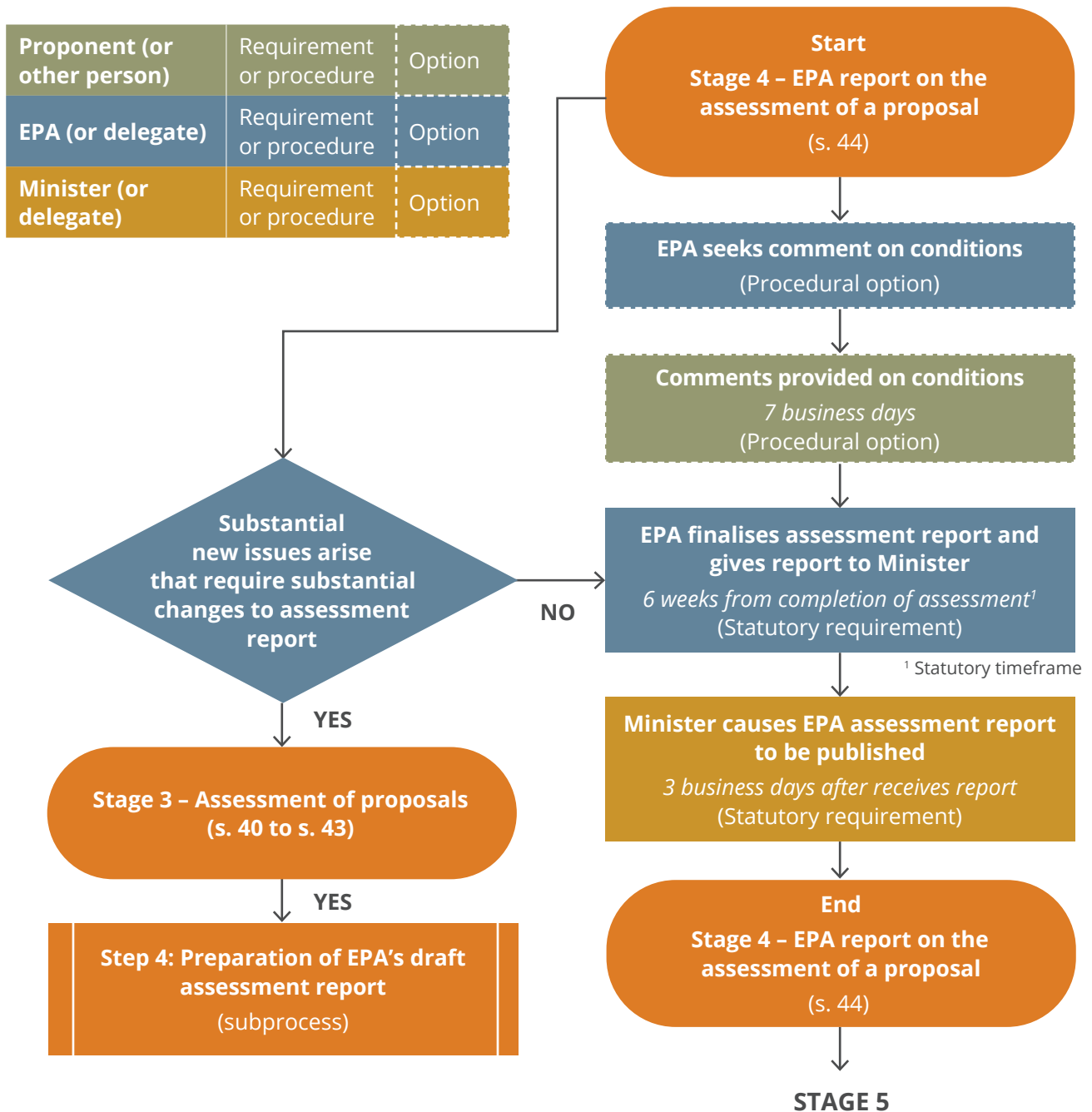


Figure 11: Stage 4 – EPA report on the assessment of a proposal

Stage 4 – EPA report on the assessment of a proposal starts when the EPA completes its assessment.

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to administer:

- s. 44(1) in relation to the report to the Minister
- s. 44(2a) in relation to other information, advice and recommendations in the assessment report,

only when the EPA resolves that the Chairman (or Deputy Chairman) prepare and approve the final assessment report and give that report to the Minister (see Section 3.1.5).

The Chairman (or the Deputy Chairman if the Chairman is absent) has delegation from the Minister to administer s. 44(3) to cause the report to be published.

4.1 Assessment report

In addition to the requirements and options for the assessment report outlined in the [Administrative Procedures](#), the report *may* also include information relating to the assessment of the proposal, including, but not limited to, the following:

- a description of the proposal and its key characteristics
- the context of the proposal in its surrounds, including the cumulative impacts with other proposals (and with itself if the proposal is an extension/expansion of an approved proposal)
- a summary of stakeholder consultation and public input
- an assessment of each key environmental factor
- a holistic assessment of the acceptability of the whole proposal, considering:
 - the interconnected nature of the environment
 - the principles of the EP Act
 - the objectives for the key environmental factors
 - cumulative impacts with other proposals
 - impacts that integrate across a proposal (e.g. mine closure)
 - significant residual impacts and offsets
- consideration of Matters of National Environmental Significance, where the EPA assesses the proposal under the **Bilateral Agreement** or as an accredited assessment.

4.2 Implementation conditions and procedures

If the EPA recommends that the proposal may be implemented, the EPA *may* recommend conditions and procedures which should apply to the implementation of the proposal.

4.2.1 Authorised extent of the proposal

The EPA *will* recommend whether any or all of the proposal elements need to be controlled and if so, will provide a table of the location and authorised extent of physical and operational elements in the recommended conditions.

4.2.2 Types of conditions

The EPA *usually* recommends two types of conditions:

1. **Standard conditions**, relating to matters including, but not limited to:
 - proposal implementation
 - proponent contact details
 - time limit for proposal implementation
 - compliance reporting
 - public availability of post-assessment information related to proposal implementation (e.g. Environmental Management Plans)
2. Proposal-specific **environmental conditions**.

4.2.3 Environmental conditions

The EPA *will* recommend environmental conditions, if at the end of its assessment, a condition/s is required to provide confidence that there will not be a significant impact on an environmental factor/s. Conditions will focus on the part of the environment where there remains a risk of a significant environmental impact, e.g. particular threatened species or ecosystems, or high value environmental assets.

The EPA uses three models for environmental conditions:

1. **outcome conditions** – contain a measurable environmental outcome that must be met
2. **management plan conditions** – contain an environmental objective to achieve and provisions (through an Environmental Management Plan)
3. **prescriptive conditions** – contain specified actions or procedures.

The model types are set out in Table 1.

Model	Condition requirements			
	Environmental outcome	Environmental objective	Environmental Management Plan	Prescribed actions
Model 1: outcome condition	✓			
Model 2: management plan condition		✓	✓	
Model 3: prescriptive condition				✓

Table 1: Environmental condition models and requirements

Any of the models may include condition options, such as baseline surveys (see [Section 4.2.3.4](#)).

The EPA uses the model types as a guide and may depart from the models where there is a clear and considered rationale for a case-specific approach, for example, for strategic proposals.

The EPA may also decide that no conditions are necessary.

4.2.3.1 Model 1: Outcome conditions

Outcome conditions generally relate to the 'avoid' step of the mitigation hierarchy. If an outcome is clear when the EPA develops the conditions, the EPA may recommend an outcome condition. Outcome conditions specify a measurable environmental outcome to be met, to avoid a significant environmental impact on an environmental factor/s, such as:

- an impact that must be avoided
 - e.g. there is no disturbance to a Threatened Ecological Community in a defined area
- a level of impact that must not be exceeded
 - e.g. groundwater drawdown must not exceed X metres below ground level outside a defined area
- a level of protection that must be achieved
 - e.g. maintain a high level of ecological protection for marine waters within the Rottnest Island Marine Reserve boundary.

The outcome must:

- link to one or more of the EPA's objectives
- be measurable and achievable
- have a clear boundary, size, extent or limit.

In addition to the environmental outcome, an outcome condition *may* also include any or all of the following outcome-based provisions:

- Performance indicators expressed as environmental criteria, to measure whether the environmental outcome is being met:
 - **trigger criteria**
 - **threshold criteria.**
- Response actions, to be implemented when relevant criteria are exceeded:
 - **trigger level actions**
 - **threshold contingency actions.**
- **Monitoring**, to assess whether trigger criteria and threshold criteria have been exceeded
- **Reporting**, to track whether the outcome is being achieved.

Any failure to meet threshold criteria constitutes a non-compliance with the implementation conditions and *may* be subject to enforcement by the CEO (see [Administrative Procedures](#) Section 5.2).

The EPA's preference is to set outcome conditions. The EPA will consider information provided during the assessment, including in Environmental Management Plans, to determine whether an outcome condition is possible. See [Instructions and Template: How to prepare Part IV Environmental Management Plans](#) for further detail on outcome-based provisions.

4.2.3.2 Model 2: Management plan conditions

Management plan conditions generally relate to the 'minimise' and 'rehabilitate' steps of the mitigation hierarchy. Management plan conditions specify an environmental objective, which is a desired state for a key environmental factor/s. The objective must link to one or more of the EPA's objectives.

The environmental objective will generally be expressed in terms such as 'minimise impacts as far as practicable' on an element of the environment, for example flora, vegetation or fauna.

A management plan condition will also include requirements relating to an Environmental Management Plan, either:

- to implement an Environmental Management Plan/s provided during an assessment that the EPA considers is adequate, or
- to prepare and implement an Environmental Management Plan/s, consistent with the [Instructions and Template: How to prepare Part IV Environmental Management Plans](#).

In addition to the environmental objective and the requirements relating to an Environmental Management Plan, a management plan condition *may* specify particular outcome-based provisions (as described in [Section 4.2.3.1](#)) and/or management-based provisions that the Environmental Management Plan must include.

The management-based provisions are:

- **management actions** to mitigate the significant impacts of the proposal on the environment
- **management targets** to measure the effectiveness of management actions
- **monitoring** to assess the effectiveness of management actions
- **reporting**, to track whether the objective is being achieved.

See [Instructions and Template: How to prepare Part IV Environmental Management Plans](#) for further detail on management-based provisions.

An Environmental Management Plan required for an implementation condition is a legally enforceable document. Proponents must comply with the provisions set out in the Environmental Management Plan. It is therefore important that the provisions set out in the Environmental Management Plan are as precise as possible so proponents can fully understand their legal obligations in relation to the implementation condition, and also so that they are clearly auditable by the CEO. Environmental Management Plans should therefore not include information that is not required by the DWER.

Any failure to implement required management actions, or meet threshold criteria constitutes a non-compliance with the implementation conditions and may be subject to enforcement by the CEO (see [Administrative Procedures](#) Section 5.2).

Conditions relating to mine closure

Where the EPA assesses the environmental impacts relating to mine closure, the EPA:

- *Will* recommend a condition relating to mine closure for mining proposals that are not subject to the *Mining Act 1978*. The condition:
 - *will usually* require that the proponent implement (or prepare and implement) a Mine Closure Plan and/or
 - *may* require other proposal-specific provisions.
- *May* recommend a condition relating to mine closure for other mining proposals, noting that
 - a Mine Closure Plan prepared in accordance with the guidelines is a requirement under the *Mining Act 1978*
 - Department of Mines, Industry Regulation and Safety's [Statutory Guideline for Mine Closure Plans](#) and [Mine Closure Plan Guidance - how to prepare in accordance with the Statutory Guidelines](#) have been prepared to meet *Mining Act 1978* regulatory requirements.

4.2.3.3 Model 3: Prescriptive conditions

Prescriptive conditions prescribe the required actions directly in the condition.

The EPA may recommend prescriptive conditions where the actions represent standard practice for a particular environmental issue common to many proposals, for example:

- actions to minimise noise impacts on marine fauna from pile-driving
- actions to minimise impacts on terrestrial fauna from trenching.

4.2.3.4 Condition options

The conditions may also include other options. The most common option that the EPA uses is a baseline survey, where existing information is not sufficient, for example because of temporal variability of a particular environmental characteristic.

In relation to the baseline survey:

- it will define the physical, chemical or biological characteristics of the existing environment as a reference for proposed monitoring and/or other activities
- the scope will be limited to the work necessary to be able to evaluate, through ongoing monitoring, performance against the requirements of the condition
- the results may be used to decide whether other parts of the condition are triggered.

4.2.4 Consultation on conditions

The EPA *may* seek comment on the draft recommended conditions from the proponent, relevant decision-making authorities and other relevant government agencies (or any other person), prior to finalising its report.

Where the EPA seeks comment on the draft conditions:

- The EPA will *usually* seek comment on conditions after the EPA completes its assessment, but *may* seek comment prior to completing its assessment during the preparation of draft assessment report (see [Section 3.1.4](#)).
- The consultation period *will* be seven business days. The EPA may consider a longer consultation period at the written request of the proponent.
- Consultation (and the contents of the draft conditions) *will* be confidential, subject to any legislative or procedural fairness requirements.
- The EPA *will* consider comments received on the draft conditions.
- Where the EPA receives any comments and/or information that may be adverse to the proponent, the EPA *will* give the proponent the opportunity to respond.
- The EPA *may* amend the draft conditions.

4.2.5 Offset conditions

The EPA may recommend an offset condition to counter-balance any significant residual impact.

Where the EPA recommends an offset condition/s, the EPA will have regard to the [WA Environmental Offsets Policy and the WA Environmental Offsets guidelines](#).

The condition will require one or more of the options below:

- direct action
- funding by the proponent directly to a third party to undertake agreed offset action
- contributions by the proponent to a fund for the purpose of undertaking agreed offset actions.

The EPA will aim to recommend specific offset conditions to the Minister, however, in some cases the EPA may recommend that an offset plan is developed post-approval.

If the proposal relates to a change to, or an expansion of, an approved proposal, the EPA will apply the current offsets practice to these changes in the offsets condition. The EPA will also consider offsets that were a requirement of the approved proposal, but will not apply offsets to impacts approved prior to the introduction of offsets.

4.2.6 Strategic proposal conditions

The EPA *will* recommend conditions for future derived proposals that require proponents to demonstrate how they will meet the outcomes defined through the assessment of the strategic proposal. This could include recommended conditions that require the development of plans to:

- define the actual footprint of the derived proposal and demonstrate that it fits within the environmental outcomes assessed and approved at the strategic proposal stage of the assessment
- confirm the baseline ecological status within the area of the footprint and the area outside the footprint that may be at risk or impacted during construction or operation of the proposal
- outline the management measures to be taken to meet the principles and strategies referred to in the strategic proposal, and to ensure there is no material or serious environment harm outside the footprint
- define and implement a long-term program for environmental monitoring, management, reporting and incident response
- offset significant residual environmental impacts and risks if they occur.

Stage 4 – EPA report on the assessment of a proposal ends when the Minister causes the EPA's assessment report to be published.

Stage 5 – Decision on proposal and implementation of proposals (s. 45 to s. 48)

Stage 5 – Decision on proposal and implementation of proposals starts when the Minister causes the EPA's assessment report to be published.

The EPA does not administer any of the procedures in Division 2 as a decision-maker. The Chairman and Deputy Chairman of the EPA have delegated powers to administer procedures relating to changes to proposals (s. 45C) and changes to conditions (s. 46).

If a proposal is approved for implementation, under s. 48 the CEO administers the procedures relating to the control of the implementation of proposals.

The procedures for **Stage 5** relating to sections 45 to 46 of the EP Act are summarised in the following process diagrams: Figure 12 for s. 45C change to proposal and Figure 13 for s. 46 changing implementation condition.

5.1 Procedure for deciding if proposal may be implemented (s. 45)

5.1.1 Appeals on EPA assessment report

The Chairman (or the Deputy Chairman if the Chairman is absent) has delegation from the EPA to report to the Minister on an appeal under s. 107(1).

In addition to the procedures set out in the [Administrative Procedures](#), where the Minister remits the proposal to the EPA following an appeal, the EPA may publish the remittal on the EPA's website.

The EPA will follow the procedures of the relevant stage, subject to any direction by the Minister in the remittal.

5.1.2 Agreement or decision on whether proposal may be implemented

Refer to the [Administrative Procedures](#).

5.2 Duties of proponents after service of s. 45 statement (s. 47)

Refer to the [Administrative Procedures](#).

5.3 Changes to proposals after s. 45(5) statement issued (s. 45C)

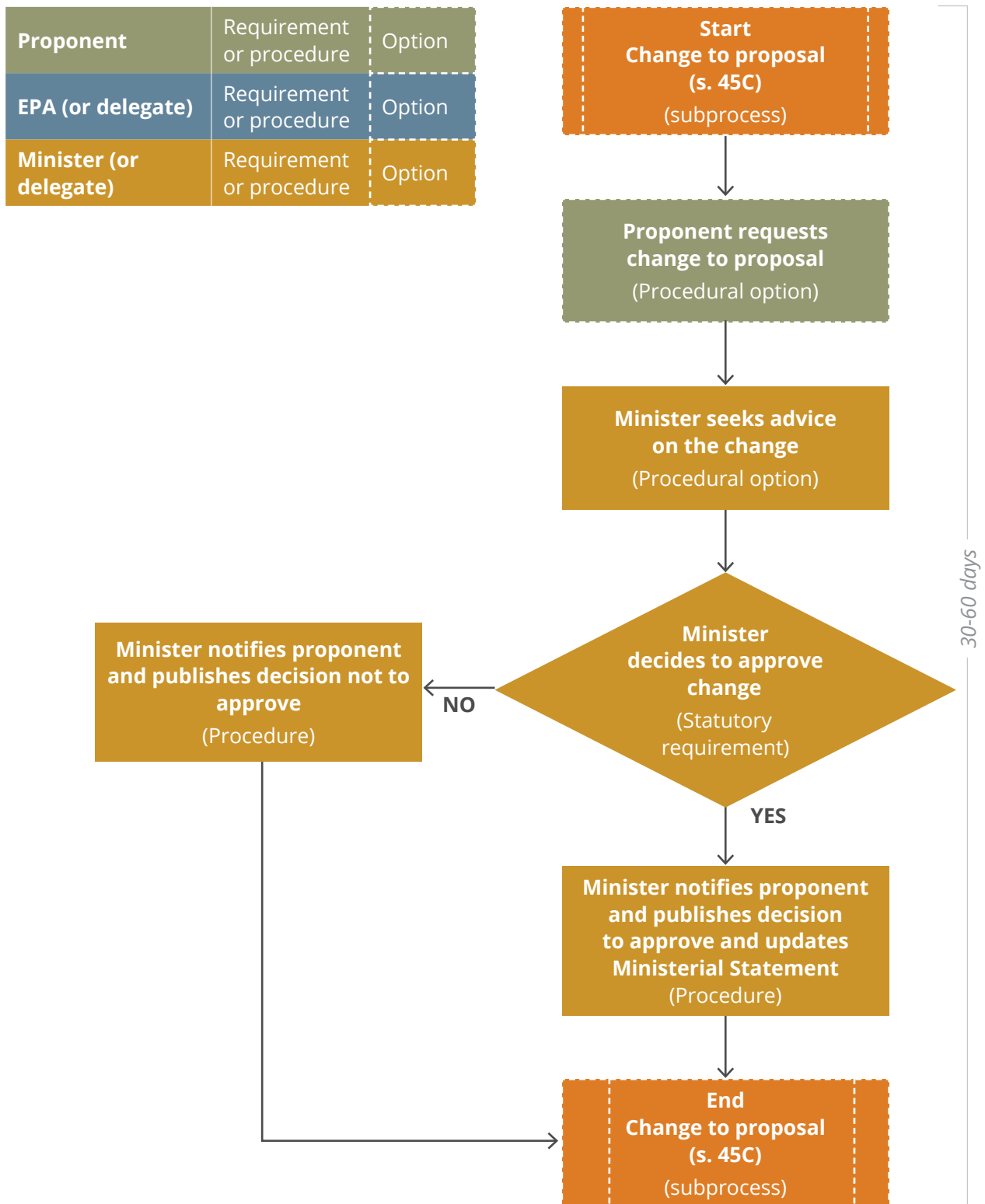


Figure 12: Changes to proposals (s. 45C)

As a guide, approval to change a proposal is required if there is a change to the key proposal characteristics (e.g. further clearing of vegetation, changes to the Development Envelope, or increase in emissions) (see [Instructions: How to define the key characteristics of a proposal](#)).

5.3.1 Process for change to proposal

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the Minister to administer s. 45C.

The EPA requests that proponents send communications to the Chairman of the EPA, unless directed otherwise.

There are six aspects to the consideration of whether a change can be approved under s. 45C:

1. The content of the original proposal.
2. The content of the relevant change(s) and whether the change(s) involve a revision of the original proposal.
3. Whether the original proposal has had or will have any detrimental effect on the environment and, if so, what (taking into account the implementation conditions).
4. Whether the change(s) to the original proposal might have any detrimental effect on the environment and, if so, what.
5. Whether the detrimental effect (if any) which the change(s) in question might have on the environment is additional to, or different from, the detrimental effect (if any) which the original proposal has had or will have.
6. Whether any detrimental effect which the change(s) to the original proposal might have on the environment, which is additional to, or different from, any detrimental effect which the original proposal has had or will have, is significant.

The process for a change to proposal is:

- The proponent *will* consult with relevant stakeholders during the preparation of the request.
- The proponent requests a change to a proposal, in writing to the Minister, using the [Instructions and Checklist: Request for a change to proposal under s. 45C](#).
- The Minister assesses the proposed change.
- The Minister *may* seek advice from relevant decision-making authorities and other government agencies.
- The Minister *will* consider advice received.
- If the Minister approves the change, the Minister *will* prepare an Attachment to the Ministerial Statement detailing the approved change/s and include the Attachment in the Ministerial Statement.
- The Minister *will* notify the proponent in writing of the decision whether or not to approve a change to proposal.
- The Minister *will* publish the decision, the Attachment and the updated Ministerial Statement on the EPA's website.

If the change to proposal triggers the need for a change to conditions, any change to conditions *will* be made by way of an inquiry under s. 46 (see [Section 5.4](#)) or, if the change to the conditions is only minor, under s. 46C.

5.4 Changing implementation conditions (s. 46)

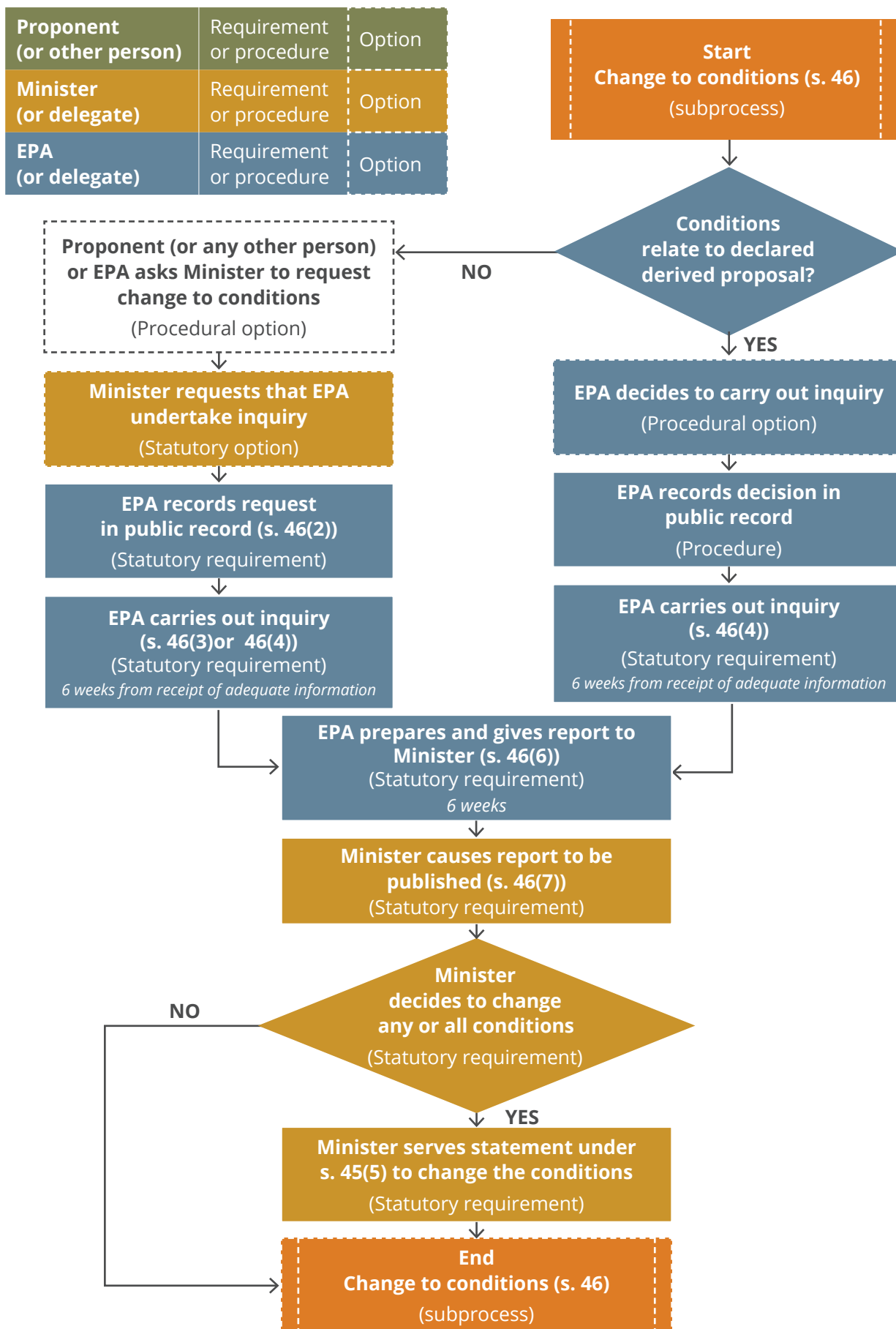


Figure 13: Changing implementation conditions (s. 46)

The Chairman (or the Deputy Chairman if the Chairman is absent) has a delegation from the EPA to administer s. 46(2) to (6) in relation to inquiring into changes to conditions and providing a report to the Minister.

In addition to the procedures set out in the [Administrative Procedures](#), in conducting the inquiry, the EPA:

- *may* seek advice on the proposed change from any person, including relevant decision-making authorities and other government agencies
- *may* seek comment from the proponent, relevant decision-making authorities and other government agencies on the draft changes to the recommended conditions (see Stage 4, [Section 4.2](#)).

For further guidance on how a proponent may submit a change to conditions request to the EPA, refer to the [Change to conditions instructions](#).

Note on timeframes for assessment of changes to conditions:

There are no statutory timeframes for completion of a section 46 inquiry into changes to conditions. Figure 13 of this manual provide indicative timeframes for undertaking an inquiry into changing conditions. These timeframes will commence from when the EPA has received sufficient information to undertake its inquiry.

The key consideration for the EPA in deciding whether to make information available for public review and the length of the public review period include, but are not limited to:

- the level of public interest about the likely effect of the proposal on the environment
- whether the public interest is at a local, regional or broader scale
- environmental significance of the proposed changes
- complexity of the changes to conditions.

5.5 Other procedures related to implementation conditions (s. 46A, s. 46B and s. 46C)

Although a proponent may request to change conditions, it is the Minister for Environment, on advice from the EPA, who determines whether to change them.

After initiating an EPA inquiry into changing conditions under s. 46(1), the Minister may, with the consent of the proponent, issue interim conditions and procedures under s. 46A of the EP Act, to have effect instead of the implementation conditions, until the EPA completes its inquiry and the Minister causes a new Statement to be published under s. 45(5) as applied by s. 46(8).

The EP Act does not preclude a proponent from requesting interim conditions. Interim conditions may be issued under circumstances where a due date for an implementation condition may expire prior to the EPA completing its s. 46 inquiry into the changes to conditions.

Under s. 46C of the EP Act the Minister for Environment may change the implementation conditions without requesting the EPA to undertake an inquiry if the Minister considers the change is of a minor nature, and is necessary or desirable in order to:

- a. standardise the implementation conditions applying to different proposals
- b. correct in the implementation conditions -
 - i. a clerical mistake or unintentional error or omission

- ii. a figure that has been miscalculated, or
 - iii. a misdescription of any person, thing or property
- or
- c. make an administrative change to the format of the implementation conditions that does not alter the obligations of the proponent.

As an inquiry under s. 46C is not required to be undertaken by the EPA, it is the DWER that will provide recommendations on the changes to the Minister. A proponent will be consulted before the DWER recommendations are provided to the Minister.

Section 46B(1) does not prevent any of the implementation conditions relating to a proposal from being inquired into or reported on by the EPA when it is assessing a revised or further proposal. Under such circumstances the conditions may be inquired into as part of the assessment of a revised proposal, and recommendations regarding the amendments will be included in the EPA's report and recommendations to the Minister for Environment.

Under s. 46B(2) of the EP Act, if the Minister and any decision-making authority that was consulted under the EP Act in relation to the implementation conditions agree that a proposed change to the implementation conditions is a major change, that decision-making authority is to refer the proposed change to the EPA under s. 38(5) as a new proposal.

5.6 Control of implementation of proposals (s. 48)

Refer to the [Administrative Procedures](#).

Delegations

The following types of formal delegations are in place for a delegate to administer a sub-section or section/s of the EP Act, instead of the decision-maker:

- EPA to Chairman of the EPA (and Deputy Chairman if Chairman is absent)
- EPA to senior officers of the DWER (Executive Officer of the EPA Services Directorate)
- Minister to Chairman of the EPA (and Deputy Chairman if Chairman is absent).

Where a delegation exists, the delegate *usually* administers that section of the EP Act, unless indicated otherwise.

The DWER supports the EPA to administer the EP Act.

The EPA requests that communications are sent to the EPA or the DWER, unless directed otherwise.

Communications to the EPA

The EPA and the DWER prefer to receive (and send) communications **electronically**:

- to the EPA Registrar: registrar@dwer.wa.gov.au for direct communication, including the submission of proposal documentation.
- via the EPA's [Consultation Hub](#) for public comment.

Where a person submits a communication electronically, the EPA does not require a hard copy version of that communication.

Alternatively, communications may be made via the following methods:

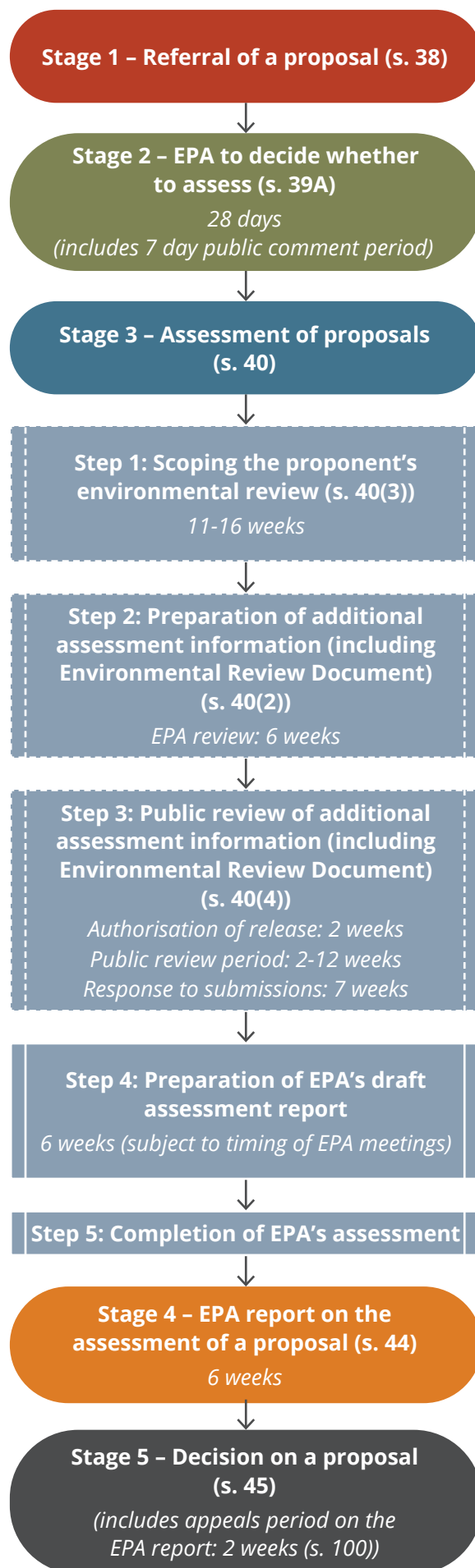
1. **Posted to:** Environmental Protection Authority
or, Department of Water and Environmental Regulation
Locked Bag 10
Joondalup DC WA 6919
2. **Delivered to:** Environmental Protection Authority
or, Department of Water and Environmental Regulation
Pime House, 8 Davidson Terrace
Joondalup WA 6027

Timeframes

The process diagrams summarising the key procedures within stages and steps of the EIA process (Figures 2 to 13) include timeframes for the EPA's procedures, where applicable. The timeframes are administrative targets, except for the statutory requirements which are:

- s. 39A(3): within 28 days after the referral of the proposal the EPA is to give written notice of whether or not it is going to assess the proposal.
- s. 44(2b): the assessment report may be given to the Minister at any time but, so far as is practicable, it must be given not later than 6 weeks after the EPA completes its assessment or reassessment of the proposal.

Figure 14 provides an overall summary of the stages and steps of the EIA process and the EPA's minimum target timeframes.



Definitions

Words and expressions used in the Procedures Manual shall have the same respective meanings as provided for in the EP Act or as provided for below.

Accredited assessment	Process where the Commonwealth accredits the State assessment process on a case-by-case basis and the State assesses the controlled action on behalf of the Commonwealth.
Additional assessment information	The assessment information the EPA requires under s. 40 to assess a proposal.
Assessment information	Referral information (s. 38 and where applicable, s. 38A and/or s. 39A(2)(b) and/or additional information (s. 40) that the EPA uses to assess a proposal (see also Referral information and Additional assessment information).
Assessment report	The report on the outcome of an assessment given by the EPA to the Minister under s. 44.
Bilateral Agreement	<i>Bilateral agreement made under section 45 of the Environment Protection and Biodiversity Conservation Act 1999 (Cth) relating to environmental assessment (2014) between the Commonwealth of Australia and the State of Western Australia, or any subsequent updates or replacements.</i>
CEO	The Chief Executive Officer of the Department of the Public Service of the State responsible for the administration of the <i>Environmental Protection Act 1986</i> . Currently the Director General of the Department of Water and Environmental Regulation.
Commonwealth	The Commonwealth agency responsible for administering the <i>Environment Protection and Biodiversity Conservation Act 1999</i> .
Controlled action	As defined in the <i>Environment Protection and Biodiversity Conservation Act 1999</i> .
Decision-maker	The Minister, EPA or the CEO, who have specific powers and duties under the EP Act (see also Delegate).
Delegate	Person or public authority who, by instrument of delegation made under sections 18, 19 or 20 of the EP Act, is authorised to perform all or any of the powers or duties under the EP Act of the decision-maker (being either the Minister, the EPA or the CEO).
DWER	Department of Water and Environmental Regulation
Environmental factors	Segments of the environment the EPA uses for environmental impact assessment. See also EPA's <i>Statement of Environmental Principles, Factors and Objectives</i> .
Environmental Review Document	Proponent's report on an environmental review under s. 40(2)(b).
Environmental Scoping Document	The document that defines the form, content, timing and procedure of the environmental review under s. 40(3).

EP Act	<i>Environmental Protection Act 1986</i>
EPA	Environmental Protection Authority, defined as the Authority in Part I, s. 3 of the EP Act, or their delegate.
Future proposal	A proposal identified in a strategic proposal.
Investigation work	Activity carried out to inform the EPA's decision to assess a proposal or its assessment of a proposal, or to inform design or planning that does not involve implementing of the proposal.
In writing	Any form of communication in writing, including but not limited to, letter, email etc (see also Written notice).
Key environmental factors	The environmental factors that the EPA reports on under s. 44.
Level of assessment	Proposal-specific requirements that the EPA determines are necessary to assess the proposal.
Minister	The Western Australian Minister for the Environment, or their delegate.
Ministerial Statement	Statement issued under s. 45 (or under s. 45 as applied by s. 46(8)) of the EP Act (which may include implementation conditions).
Minor or preliminary work	Work associated with the implementation of a proposal that is not of a scale or significance that would compromise the EPA's assessment or the Minister's future decisions.
Mitigation hierarchy	Strategies to reduce the impacts of a proposal on the environment (as defined in the <i>WA Environmental Offsets Guidelines</i>).
Preliminary key environmental factors	The environmental factor/s that may be significantly impacted by the proposal (that the EPA identifies when it decides to assess a proposal, identifies in the Environmental Scoping Document, or identifies at any time during its assessment).
Referral information	The information provided at referral (s. 38), and where applicable, from requests for further information (s. 38A) and/or from information derived from the EPA's investigations and inquiries (s. 39A(2)(b)).
Revised proposal	A proposal that is revised after implementation conditions have been agreed or decided.
Statement of Environmental Principles, Factors and Objectives	<i>Statement of Environmental Principles, Factors and Objectives</i> (EPA 2018) or any subsequent updates or replacements.
Validly referred proposal	A proposal recorded by the EPA as a valid referral.
WA Environmental Offsets Guidelines	<i>WA Environmental Offsets Guidelines</i> (Government of Western Australia 2014) or any subsequent updates or replacements.
WA Environmental Offsets Policy	<i>WA Environmental Offsets Policy</i> (Government of Western Australia 2011) or any subsequent updates or replacements.
Written notice	Any form of notice in writing, including but not limited to, letter, email etc.

