

Instructions for the advertising requirements and release of a document for public review

Purpose of these instructions

To provide proponents with relevant information regarding the release of their draft Environmental Scoping Document (ESD) or Environmental Review Document (ERD) for public review during an assessment.

How to release a document for public review

Start date for public review

Once the EPA has approved the release of a document, the Office of the EPA (OEPA) will determine the start of the public review period in consultation with the proponent.

Advertisement requirements

The OEPA will approve the format and content of the advertisement before it is published. The advertisement must be consistent with the attached template. The OEPA also requires:

- Size of advertisement 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 proponent, in consultation with the OEPA, develops a distribution list of relevant decision-making authorities (DMAs), other government agencies and stakeholders who will receive a free hard copy of the document. Copies are also to be placed in public libraries. The number and location of libraries will be identified in the distribution list. The OEPA will provide the proponent with a distribution list template 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.

The proponent must also make the document available on CD and hard copy on request and as a download from the proponent's website throughout the public review period. The EPA will also publish the document on the EPA's website. Reduce file sizes of electronic documents for website publication as much as possible while retaining legibility.

The charge for hard copies of the documents is \$10 each, including postage. CD versions are free of charge.

Advice

Proponents may contact the Office of the EPA if they need assistance to fill out this form.

Refer also to the *Administrative Procedures* and *Procedures Manual* for more information about the processes relating to the nomination of a proponent and change of a proponent.

Template for the advertisement for public review of a document

Example of advertisement

COMPANY NAME
DOCUMENT TITLE (draft ESD or ERD)
(Review Start and Finish Dates)

Company Name is proposing to brief description of proposal.

Company Name has prepared the draft Environmental Scoping Document OR Environmental Review Document in accordance with EPA procedures and is released for public review. The draft Environmental Scoping Document outlines the work required and key areas of focus for the environmental review that the proponent will undertake and prepare an Environmental Review Document for OR 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* at <https://consultation.epa.wa.gov.au>.

Alternatively submissions can be:

- posted to: Chairman, Environmental Protection Authority, Locked Bag 10, EAST PERTH WA 6892, or
- delivered to: the Environmental Protection Authority, Level 8, The Atrium, 168 St Georges Terrace, Perth 6000.

If you have any questions on how to make a submission, please contact the Office of the Environmental Protection Authority on 6145 0800.