



Post Assessment Guidelines

Post Assessment Guideline for Making information publicly available

August 2012

Office of the Environmental Protection Authority

Western Australia

Date of version	Amendments made
4 April 2014	Contact details updated

Recommended reference:

Post Assessment Guideline for Making Information Publicly Available, Post Assessment Guideline No. 4, Office of the Environmental Protection Authority, August 2012.

Contact us:

Queries regarding public availability or other issues of compliance relevant to a Statement may be directed to the Compliance Branch, OEPA:

Compliance Branch
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1 Introduction

Some implementation conditions of Statements served under section 45(5) of the *Environmental Protection Act 1986* require information and/or documentation to be made publicly available to the requirements or satisfaction of the Chief Executive Officer. For the purposes of this guideline, the Chief Executive Officer is the:

- Chief Executive Officer of the Office of the Environmental Protection Authority (OEPA); or
- Chief Executive Officer of the Department of the Public Service of the State responsible for the administration of section 48 of the *Environmental Protection Act 1986*, or his delegate.

This guideline outlines the minimum requirements for making information and/or documentation available to the public to the requirements or satisfaction of the Chief Executive Officer where required by an implementation condition of a Statement.

2 Requirements for making information publicly available

The following are the minimum actions that must be undertaken by the proponent in order to meet the requirements and satisfaction of the Chief Executive Officer for making information and/or documentation publicly available:

- a) all information and/or documentation required to be made publicly available must be made available to stakeholders, including members of the public, upon request and within 7 days of the proponent receiving the request; or
- b) where the information and/or document requested by stakeholders, including members of the public, is subject to an implementation condition that requires the information and/or document to be prepared to another party's (that is, not the proponent) satisfaction, requirements or approval and the proponent has not yet received written notice that the information and/or documentation is satisfactory to, to the requirements of or approved by the other party, the proponent shall provide the information and/or documentation to the stakeholder within seven (7) days of the proponent receiving written notice from the other party that the information and/or document is to the satisfaction of, requirements of or approved by the other party.

3 Responsibilities

The proponent should note that in addition to making information and/or documents publicly available, implementation conditions may require the proponent to provide information and/or documentation directly to the OEPA or other agencies. When providing information and/or documentation to the OEPA, proponents are required to send one hard and one electronic copy (on CD or thumb drive) to the General Manager, OEPA and marked to the attention of the Manager, Compliance Branch.

4 Post Assessment Guidelines and Forms

Post assessment documents can be found at www.epa.wa.gov.au in the following locations:

- Post Assessment Guidelines: Home>Policies and Guidelines>Post Assessment Guidelines;
- Post Assessment Forms: Home>Post Assessment Forms.