



WA Government Environmental Offsets Register
User Manual
July 2013

Department of Environment Regulation
Native Vegetation Conservation Branch
The Atrium, Level 4, 168 St George's Tce
PERTH, Western Australia, 6000
(08) 6467 5000
E: offsetregister@der.wa.gov.au

This document has been developed as part of the WA Government Environmental Offsets Register project to assist users from the Department of Environment Regulation (DER), Office of the EPA (OEPA), Department of Mines and Petroleum (DMP) and Department of Parks and Wildlife (DPaW) to create and update offsets information in the Offsets Register.

This user manual should be read in conjunction with the internal business processes and systems of each agency. DER users for example should refer to their *Environmental Offsets Register procedures*.

Location

The User Manual is located / linked to the Offsets Register Internal Application for easy access by all agency users.

User Manual Amendments

Future amendments to this document will be managed and maintained by the Native Vegetation Conservation Branch at the Department of Environment Regulation (DER) for processes relating to Part V of the Environmental Protection Act 1986 (EP Act). The Office of the EPA will maintain amendments to processes relating to Part IV of the EP Act.

All amendments to the User Manual should be directed to the Manager, NVCB at DER.

Offsets Register User and Application Support:

User Support – for assistance on how to use the application, each agency has allocated the following user support personnel.

DER/DMP: John Riley – Agency Administrator and User Support

OEPA: Tracy Marshall and Pat Cavalli (User Support), Luke Jacenko (Agency Administrator and User Support)

Application Support – for application technical issues only:

Randhir Singh – Application Custodian (NVCB, DER)

Acknowledgements

The following contributors are acknowledged:

Caron MacNeall	Senior Environmental Officer, Native Vegetation and Conservation Branch, Department of Environment Regulation (DER)
Luke Jacenko	Environmental Officer, Office of the EPA (OEPA)
Chris McCappin	Offsets Register Project Consultant Business Analyst (DER)
Louise Oorschot	Offsets Register Project Manager (DER)

Table of Contents

1	Introduction	6
1.1	Offsets Register Overview.....	6
1.2	Purpose and Scope.....	6
1.3	Who uses the Offsets Register	6
1.4	Information held in the Environmental Offsets Register	7
1.4.1	Project	7
1.4.2	Decision	8
1.4.3	Offset.....	8
1.4.4	Offset Condition Milestone.....	9
1.4.5	Offset Implementation Milestone	9
1.4.6	Offsets Register Main Entities.....	10
1.5	System Roles	11
1.6	Internal Process Supported by the Offsets Register	11
1.7	Project Versions and Version Statuses	13
1.7.1	Version Number	13
1.7.2	Version Status	13
2	Accessing and Using the Offsets Register	15
2.1	System Access	15
2.2	Change Password	16
2.3	Navigation	17
3	Viewing Offsets Information	18
3.1	Searching the Register	18
3.2	Exporting Search Results.....	19
3.3	Viewing Project and Offset Boundaries	20
3.4	Viewing Project Details	21
3.5	Viewing Versions of Projects.....	22
3.6	Locked Drafts of Projects	22
3.7	Standard Reports	23
4	Creating a New (Draft) Project.....	24
4.1	OEPA Users – Creating a New (Draft) Project	24

4.1.1	Create Project	24
4.1.2	Add Project Boundary	27
4.1.3	Deleting a Project Boundary	28
4.1.4	Add Decision and Offsets	28
4.1.5	Add Offset Boundaries	31
4.1.6	Editing Offset Boundaries	31
4.1.7	Deleting Offset boundaries	31
4.2	DER/DMP Users – Creating a New (Draft) Project	33
4.2.1	Create Project	33
4.2.2	Editing Offsets	36
4.2.3	Entering Offset Information	37
4.2.4	Deleting Offsets.....	38
4.2.5	Editing Offset Boundaries	39
4.3	All Users	39
4.3.1	Editing Offset boundaries	39
4.3.2	Milestones and Attachments.....	41
4.3.3	Submitting for Approval.....	41
5	Submitting a Draft Project for Approval and Publishing.....	42
5.1	OEPA Users.....	42
5.2	DER/DMP Users.....	43
6	Amending Draft Projects.....	45
6.1	List Drafts	45
7	Amending Published Projects	49
7.1	DER/DMP and OEPA Initiators	49
7.1.1	Create a New Version	49
7.1.2	Amend the Project	51
7.2	OEPA Users – Amending Published Projects.....	52
7.3	DER/DMP Users - Amending Published Projects	52
7.3.1	Refreshing Information from CPS	52
7.3.2	Review Information from CPS.....	53
7.4	DPaW Implementers– Updating implementation milestones.....	54
8	Approving and Publishing Projects	60

8.1	Selecting a Project for Review	60
8.2	Approve.....	61
8.3	Reject	63
8.4	Edit	64
8.5	Changing Project Status to Not Implemented	64
8.6	Delegation of Approver Role.....	65
9	Administration	66
9.1	DER and DMP User Registration and Assignment of Roles.....	66
9.2	OEPA (and DPaW) User Registration and Assignment of Roles.....	66
9.3	Assigning a Role	66
9.3.1	Implementer Role Assignment.....	68
9.3.2	Removing locks	68
10	Glossary.....	69

1 Introduction

1.1 Offsets Register Overview

The WA Government Environmental Offsets Policy commits to the development of a public Environmental Offsets Register as part of the State Government's commitment to approvals reform.

The Environmental Offsets Register provides a central public record of all offset agreements in Western Australia, contributing to the broader objectives of transparency and accountability.

Environmental offsets are most often applied to proposals subject to environmental impact assessment and as a condition of permits for clearing of native vegetation under the *Environmental Protection Act 1986* (EP Act), but may be considered in relation to other legislation.

The aim of the Environmental Offsets Register is to:

1. Facilitate transparency and accountability of offsets;
2. Provide a single cross-Government record for environmental offsets;
3. Monitor offset implementation;
4. Improve auditing and quality control of offsets; and
5. Provide for efficient retrieval of offset information in flexible ways to meet Government, industry and community needs.

1.2 Purpose and Scope

This manual supports users of the internal Environmental Offsets Register application in adding, editing and publishing environmental offset information within the system.

The manual does not provide advice or instructions on assessment, decision or management processes employed by responsible agencies in relation to the management of offsets.

This manual is limited to the internal Register application and does not include supporting information for the public Environmental Offsets Register website. Please refer to the 'Public Website – Offsets Register' 'HELP' page for information on using the public Environmental Offsets Register.

1.3 Who uses the Offsets Register

The Environmental Offsets Register allows members of the public, agencies and industry to access information relating to environmental offsets in WA.

The Environmental Offsets Register allows:

- members of the public using the public offsets website:
 - to search for and view offsets information
 - to view offset information geographically
 - to search for and export offsets information for further analysis
- registered agency users viewing information using the internal application:

- to search for and view offsets information
- to view offset information geographically
- to search for and export offsets information for further analysis
- registered agency users to be involved in the preparation of offsets information for publication including the ability:
 - to create a new project and submit it for approval for publication for public viewing
 - to create a new version of a project which has previously been published and submit it for approval for publication for public viewing
 - to review and approve / reject submitted versions of projects
 - to view the history of published projects and the full details of any previously published version of a project.

The agencies with registered users are:

- The Office of the Environmental Protection Authority;
- The Department of Environment Regulation (formerly DEC);
- The Department of Parks and Wildlife (formerly DEC); and
- The Department of Mines and Petroleum.

As at 1 July 2013, DEC separated into the Department of Environment Regulation and the Department of Parks and Wildlife. These new Departments will be formally recognised in a future upgrade to the Offsets Register Application. However, in some circumstances, continued references to DEC after this upgrade may still be applicable when for example, uploading historical data.

1.4 Information held in the Environmental Offsets Register

The Environmental Offsets Register contains information relating to a project, an offset and the milestones and implementation of that offset.

1.4.1 Project

A Project is defined as a development or other work which has environmental impacts and that is the subject of an application for approval (i.e. Native Vegetation Clearing Permit or Ministerial Approval). Project information includes:

- Project Number: The unique identification number assigned to the project.
- Project Name: A short name or description of the project which makes it easily identifiable.
- Project Status: The status of a project which must be Current (live), Complete (when offset conditions have been implemented) or Not implemented (approval period has lapsed or project withdrawn by proponent/permit holder).
- Project Version: A sequential number which indicates the version of a project. Where a project is amended or updated with new information a new project version will be created.
- Proponent(s): The name of the person or company which is responsible for the proposal. This could be an organisation, company, person or another government agency (e.g.: Department of State Development)

- Project Location: Information relating to the spatial location of a project which may include Cadastral Details (i.e. Lot 123 on Plan 12345) or locality information (Albany).
- Project bioregion(s): The Bioregion that the project is located in. A Bioregion is a geographically distinct region based on common climate, geology, landform, native vegetation and species information. Classified by Interim Biogeographic Regionalisation for Australia (IBRA); or a Provincial Bioregion as classified in Integrated and Marine and Coastal Regionalisation of Australia (IMCRA)
- Assessment criterion: Description of the criteria used in determining the extent of the residual environmental impact arising from the actions proposed in the proponent's application. Source of information is reports or advice.
- Residual Impact: Text describing the loss of environmental values which will occur as a result of the project after all mitigation measures have been put in place. Source of information is reports or advice.
- Offset Conditions: Statement of the Offset Conditions as specified in the Ministerial Statement or as specified in the Clearing Permit.
- Statutory Process: The applicable statutory process through which the project was approved (Either EP Act Part IV or EP Act Part V).
- Approved project area (ha): The approved project area in hectares.

1.4.2 Decision

The date of the decision to approve the Project. Each Decision may be related to one or more Offsets.

- For DER/DMP Part V processes, there will be one Decision and the date of the Decision will apply to the entire Project.
- For OEPA Part IV process, there may be multiple Decisions related to the Project. Each of these Decisions will be in the form of a Ministerial Statement with its own date of Decision.

1.4.3 Offset

An Offset is defined as one or more actions to offset the environmental impacts of a Project, required as part of the decision to approve a Project. There can be multiple offsets required under each decision to approve a Project. Offset information includes:

- Condition status: Indicates whether the offset conditions have been met and must be either Current (live) or Complete (offsets have been met)
- Type(s): Categorises the Offset into one or more types which are selected by multiple choice (i.e. Land acquisition and/or Restoration).
- Rationale: A description of how the offset was derived sourced from EPA advice, DPaW or DER (formerly DEC) advice or Ministerial correspondence.
- Security arrangements: The method for securing the offset (i.e. acquisition of land, covenant, land transfer).
- Governance arrangements: Information relating to the controls and accountability of how the offset is implemented. This could include written agreements, or a framework for delivery and governance boards, or administration of an offset fund.

- Offset Location: Information relating to the spatial location of an offset which may include Cadastral Details (i.e. Lot 123 on Plan 12345) or locality information (Albany).
- Approved offset area (ha): Offset area in hectares (may not always be applicable)
- Offset bioregion(s): The Bioregion that the offset is located in, as described for “Project Bioregion” above (if the offset has physical location).
- Delivery agent: The agent delivering the offset. Legally, the proponent is always responsible for implementation however the agent delivering the offset on behalf of the proponent is recorded here.
- Advisor: The agency responsible for providing specialist information on the offset.
- Advice: Advice relating to the Offset which may be text or in an attached document. Note advice and advice attachments are not visible to the public.
- Document attachments: One or more documents attached to provide additional information relating to the offset advice or governance arrangements. Note attachments relating to governance arrangements are visible to the public.
- Offset spatial boundary: This is the spatial boundary of the offset (geographical), if applicable. An offset may have zero, one or multiple spatial boundaries. An offset spatial boundary can be located anywhere and does not have to be enclosed by the project spatial boundary.

1.4.4 Offset Condition Milestone

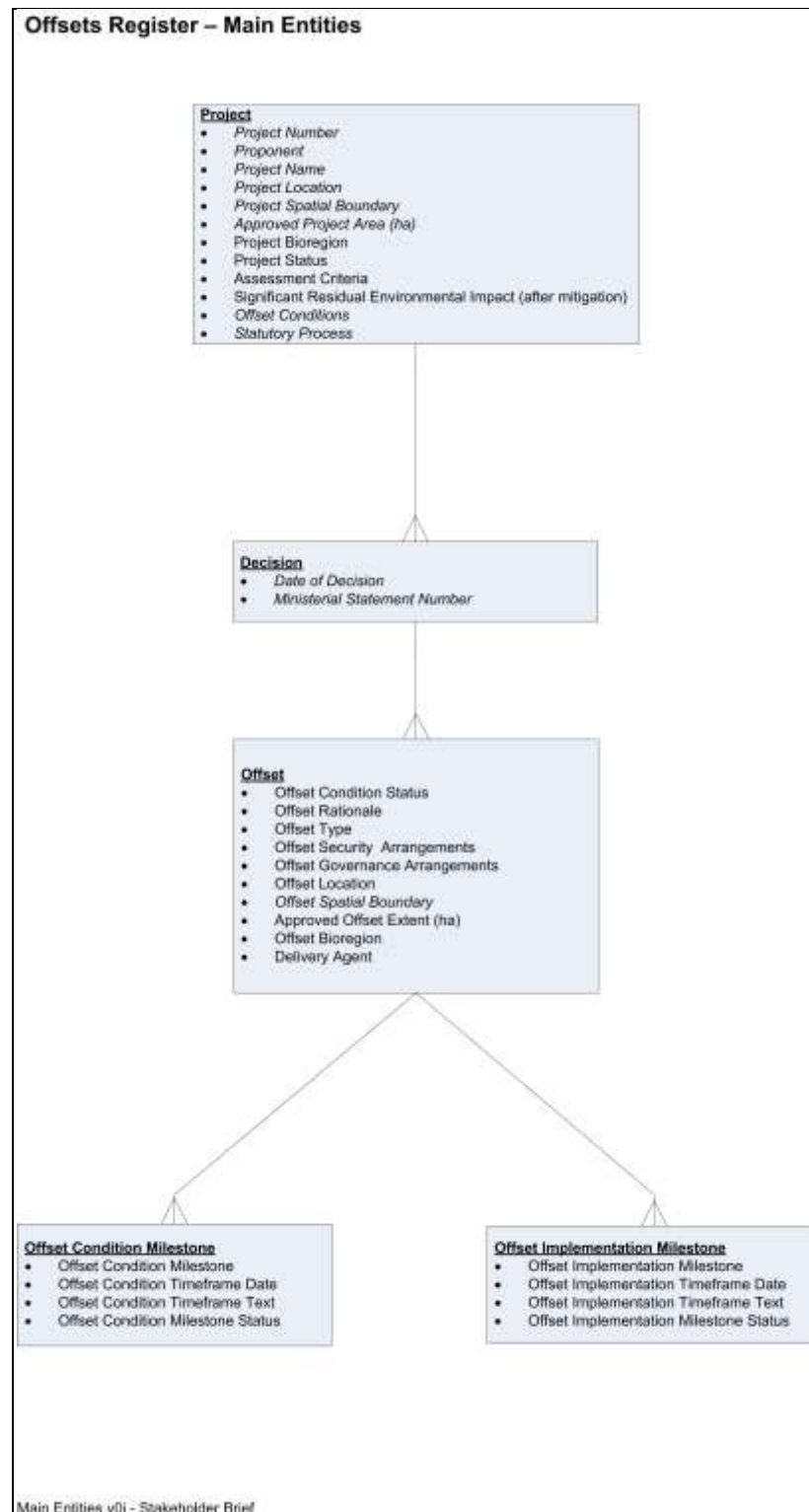
- Condition Milestone: The actions required to be completed as part of the Offset Conditions
 - Milestone: The criteria for successful completion of all or part of an offset condition.
 - Timeframe: A textual timeframe for the milestone to be completed within (i.e. prior to clearing, or 6 months prior to expiry of the permit).
 - Timeframe Date: A date (i.e. dd/mm/yyyy) by which the milestone is to be completed.
 - Milestone complete: Applies to each Offset Condition Milestone and must indicate whether the milestone is complete or incomplete.

1.4.5 Offset Implementation Milestone

- Implementation Milestone: The actions required to be undertaken to complete an Offset Milestone usually required to be completed as part of an agreement between the Proponent and the Delivery Agent.
 - Milestone: The criteria for successful completion of all or part of an Offset Milestone.
 - Timeframe: A textual timeframe for the implementation milestone to be completed within (i.e. prior to clearing or within 6 months of expiry of the permit).
 - Timeframe date: A date (i.e. dd/mm/yyyy) by which the implementation milestone is to be completed.
 - Milestone complete: Applies to each Offset Implementation Milestone and must indicate whether the implementation milestone is complete or incomplete.

1.4.6 Offsets Register Main Entities

The following diagram summarises the relationship between the main information held in the Offsets Register.



1.5 System Roles

All users of the internal system will be assigned a system “role”. The role defines the tasks that a user performs in the system.

Role	Description
Initiator	<ul style="list-style-type: none">Creates a new draft project which has not previously existed in the Register.Updates published offset information by creating a new draft project version.
Approver	<ul style="list-style-type: none">Reviews and approves the projects for publication for general visibility on the public offsets website.
Implementer	<ul style="list-style-type: none">Records implementation information (only) by creating a new draft project version.
Viewer	<ul style="list-style-type: none">Views published offset information.
Administrator	<ul style="list-style-type: none">Defines user permissions for their agency.Has the ability to update and correct information in the system with all of the permissions of an approver, except the ability to approve information for publication. It is expected that this ability would only be used in unusual circumstances.

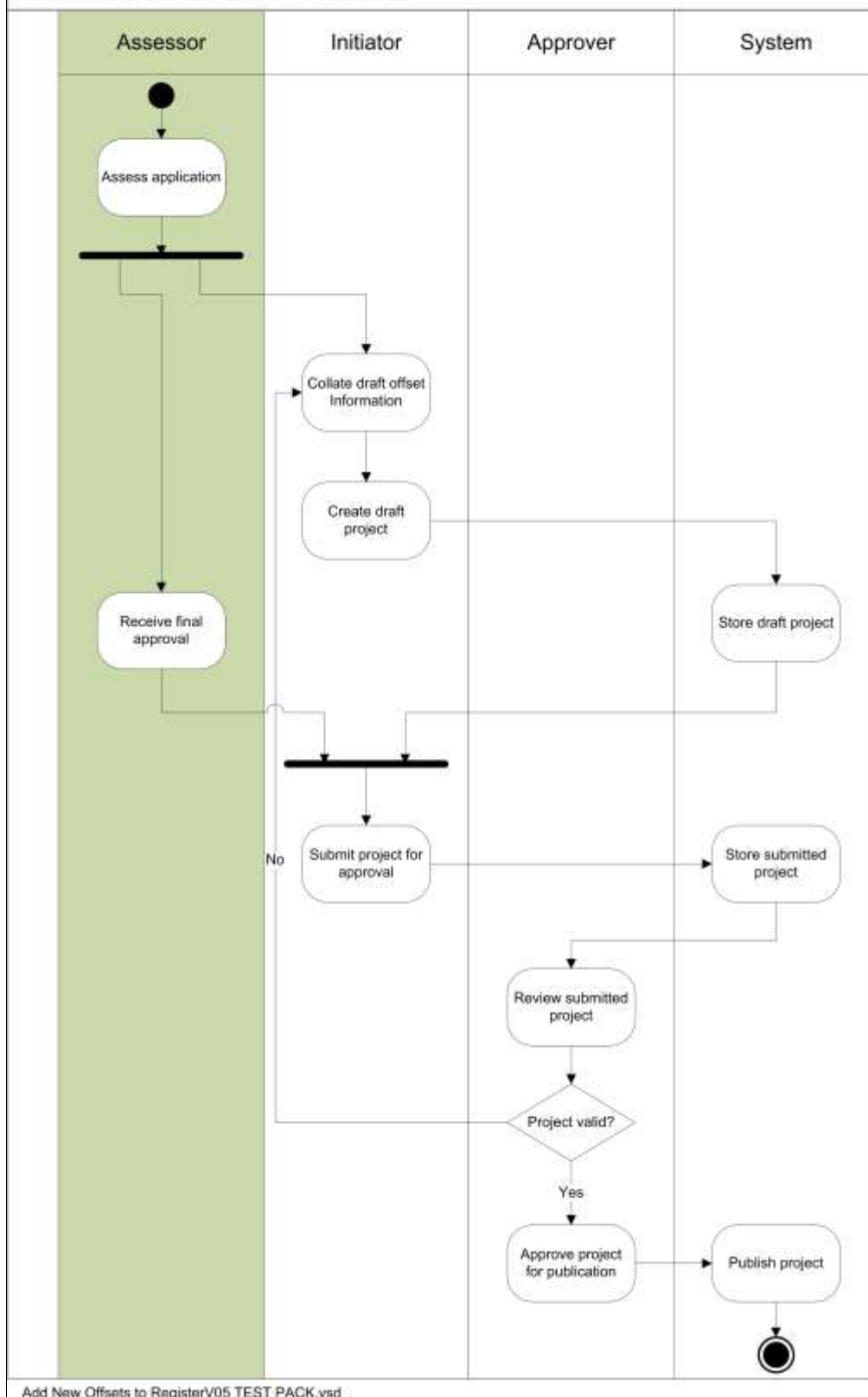
1.6 Internal Process Supported by the Offsets Register

The main tasks performed in the internal version of the Offset Register are to prepare information for publishing to the public Offset Register.

These tasks and the role of the users involved are summarized in the following diagram.

Note that the Assessor tasks are performed externally to the system.

Publish New Project on the Register



1.7 Project Versions and Version Statuses

1.7.1 Version Number

When a project is initially created and published it has Version number of 1. When it is updated with new or amended information and published, the Version number is incremented to 2 and similarly incremented for each new version of the project.

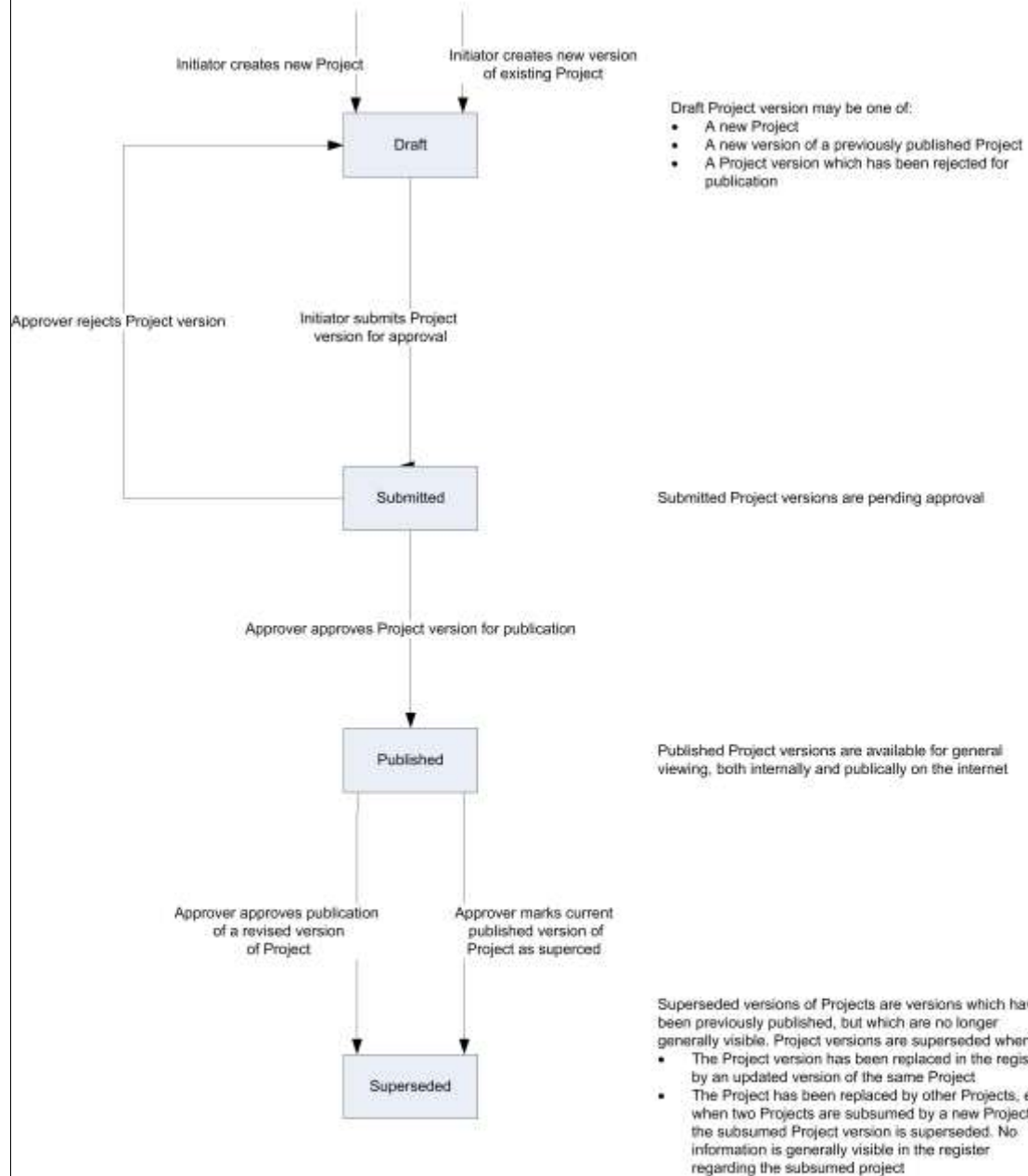
1.7.2 Version Status

Each version of a project will have one of four Version statuses:

Version Status	Description
Draft	This version of the project is currently being prepared and edited
Submitted	This version of the project has been submitted for the Approver to review
Published	This version of the project has been approved and is currently visible on the public Offsets Register
Superseded	This version of the project is an older version which has either been replaced by a newer published version or has been removed from public view for other reasons

Only published versions of projects are visible on the public Offsets Register.

Offsets Register – States of Versions of Projects in Register



State Transition v0e.vsd

2 Accessing and Using the Offsets Register

2.1 System Access

The internal Environmental Offsets Register is accessible online via URL (<https://offsets.der.wa.gov.au/>).

Users will be able to navigate to this URL from their respective agency website. The URL will display a logon screen where the user will be prompted to enter a username and password.

For DER and DPaW users, who are assigned to an appropriate user role in the Offsets Register, the login will be the same as provisioned via Active Directory.

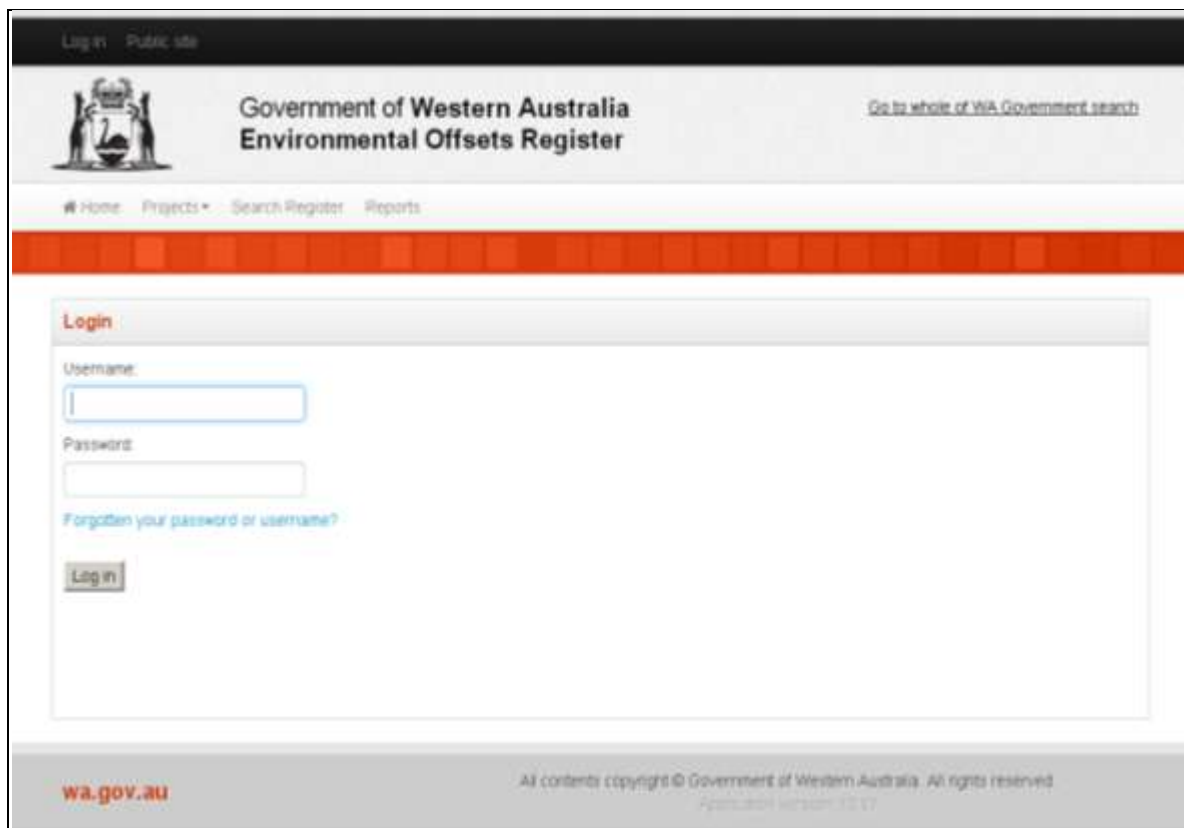
The screenshot shows the login interface of the Environmental Offsets Register. At the top, there is a navigation bar with 'Login' and 'Public site' links. Below this is the Government of Western Australia crest and the title 'Government of Western Australia Environmental Offsets Register'. A link to 'Go to whole of WA Government search' is also present. A main navigation bar includes 'Home', 'Projects', 'Search Register', and 'Reports'. The central area features a 'Login' form with fields for 'Username' and 'Password', a 'Forgot your password or username?' link, and a 'Login' button. The footer contains the 'wa.gov.au' logo and copyright information: 'All contents copyright © Government of Western Australia. All rights reserved. Application version 12.17'.

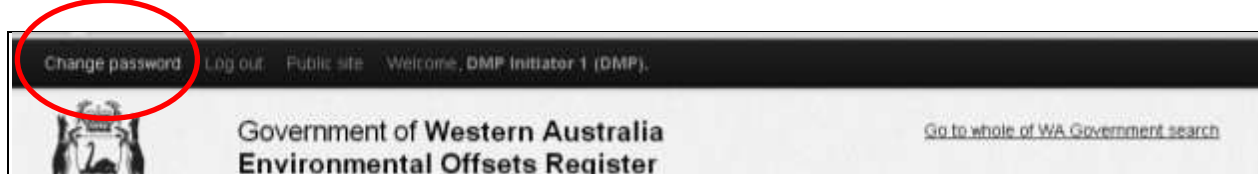
Figure 1: Login screen of the internal Environmental Offsets Register

For OEPA/DMP users, a username and password an account will need to be set up by the application custodian. The relevant agency administrator will need to approve and assign the appropriate offsets register role to the user. The administration of users is detailed further at section 9 - [Administration](#).

2.2 Change Password

As DER and DPaW users will use their Active Directory credentials to login to the Register, the ability to change a password in the Register is not applicable.

For OEPA or DMP users - once a User has logged on to the system they are able to change their default password by selecting 'Change password' at the top left hand end of the systems black banner.



The user is taken to the password change screen and specifies the 'old password', 'new password' and new password (again). The user then selects to 'change password' and their password is updated.

A screenshot of the 'Password change' form. The form is titled 'Password change' in red. Below the title, it says 'Please enter your old password, for security's sake, and then enter your new password twice so we can verify you typed it in correctly.' There are three input fields: 'Old password', 'New password', and 'Password (again)'. The 'Password (again)' field has a hint 'Enter the same password as above, for verification.' Below the fields is a 'Change password' button. The form is set against a background of orange squares. At the bottom of the page, there is a footer with 'wa.gov.au' and copyright information.

2.3 Navigation



3 Viewing Offsets Information

3.1 Searching the Register

To search the Register for Offset information the user navigates to the *Search Register* screen from the menu.



The following *Search Register* screen will be displayed.

A screenshot of the 'Search Register' screen. At the top, there's a navigation bar with 'Home', 'Projects', 'Search Register' (highlighted), 'Reports', and 'Delegate'. Below this is a yellow banner with project status updates. The main section is titled 'Search Register' and contains a search bar with the placeholder 'Any Occurrence of:'. To the right of the search bar are 'Search' and 'Clear' buttons. Below the search bar is a 'Project Details' section with input fields for 'Project Number', 'Proponent', and 'Project Name'. At the bottom, there are checkboxes for 'Project Status', 'Project Bioregion', and 'Statutory Process'.

To search for Offset information:

1. Enter search criteria in the fields on the screen. A user may enter any combination of Search Criteria (one or more) and the Register will return search results filtered by the defined search criteria.
2. The user can also specify the information to be displayed in the search results by check the appropriate boxes under the *Results Display* section (at the bottom of the *Search Register* screen).

Note: If the user doesn't select any *Results Display* filters, the Register will default to returning basic project information for each of the search results.

3. Once all search criteria and filters are defined the user selects the *Search* button (located at both the top and the bottom of the screen).

Note: To clear all search criteria, click the *Clear* button, located at the top of the screen.

Once the *Search* button is selected, the system will return the search results which match the search criteria.

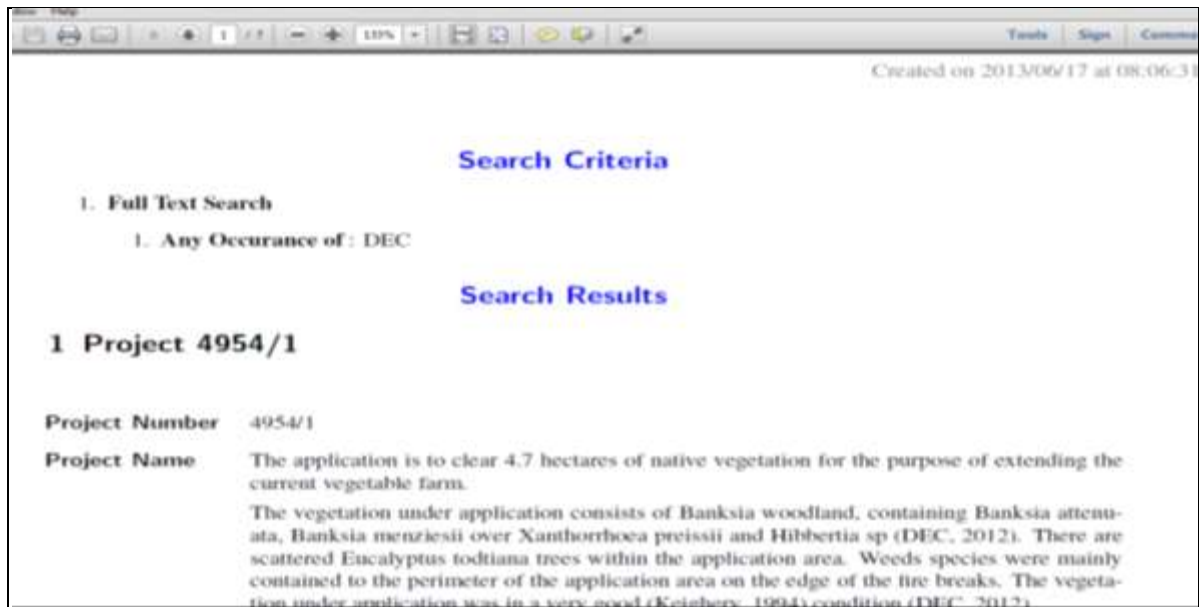


#	Project Number	Project Name	Proponent	Project Boundary
1	4954/T	The application is to clear 4.7 hectares of native vegetation for the purpose of extending the current vegetable farm. The vegetation under application consists of Banksia woodland, containing Banksia attenuata, Banksia menziesii over Xanthorrhoea preissii and Hibbertia sp (DEC, 2012). There are scattered Eucalyptus todiaria trees within the application area. Weeds species were mainly contained to the perimeter of the application area on the edge of the fire breaks. The vegetation under application was in a very good (Keighery, 1994) condition (DEC, 2012).	Andrew Bogdanich	Yes
2	OEPA/53	Yilgarn Operations Windaring Range W4 East Deposit	Cliffs Asia Pacific Iron Ore Pty Ltd	Yes

3.2 Exporting Search Results

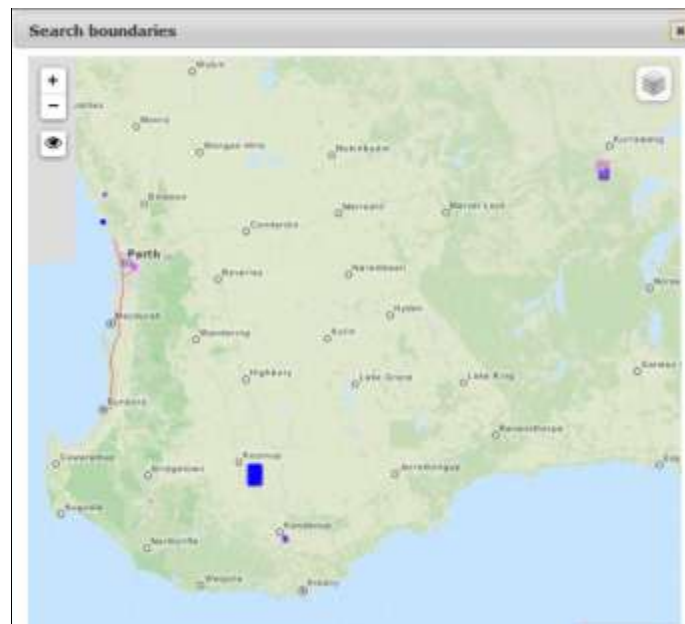
The search results can be exported as a CSV file (for further analysis) into analysis tools, such as Microsoft Excel, or as a PDF. When the user selects to export the search results table as a CSV file or PDF the system will start a download and the user then has the option to save, open or cancel the download.

The exported data will appear in the selected format (PDF example below). The exported PDF will also include the search criteria (start of document) and the date the search was downloaded (top right hand corner of the header).



3.3 Viewing Project and Offset Boundaries

It is also possible to view all of the project boundaries and all of the applicable offset boundaries contained in the search results by selecting *View Map* on the Search Results screen (note some offset types have no applicable boundaries).



Expand on + - pan and layers

3.4 Viewing Project Details

Alternatively the user can view the details of a project from the list of search results by selecting the hyperlinked *Project Number* for the desired project.



#	Project Number	Project Name	Proponent	Project Boundary
1	4954/1	The application is to clear 4.7 hectares of native vegetation for the purpose of extending the current vegetable farm. The vegetation under application consists of Banksia woodland, containing Banksia attenuata, Banksia menziesii over Xanthorrhoea preissii and Hibbertia sp (DEC, 2012). There are scattered Eucalyptus tottiana trees within the application area. Weeds species were mainly contained to the perimeter of the application area on the edge of the fire breaks. The vegetation under application was in a very good (Keighery, 1994) condition (DEC, 2012).	Andrew Bogdanich	Yes

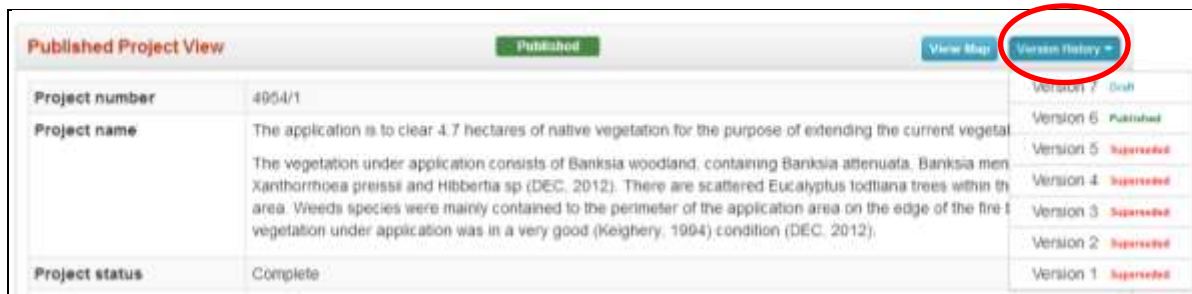
The Register will display the following *Published Project View* screen which contains relevant information on the selected project and offset(s).



Published Project View	
Project number	4954/1
Project name	The application is to clear 4.7 hectares of native vegetation for the purpose of extending the current vegetable farm. The vegetation under application consists of Banksia woodland, containing Banksia attenuata, Banksia menziesii over Xanthorrhoea preissii and Hibbertia sp (DEC, 2012). There are scattered Eucalyptus tottiana trees within the application area. Weeds species were mainly contained to the perimeter of the application area on the edge of the fire breaks. The vegetation under application was in a very good (Keighery, 1994) condition (DEC, 2012).
Project status	Complete
Version	6 (Published)
Agency	DEC
Proponent(s)	Andrew Bogdanich
Project location	LOT 403 ON PLAN 22052 NEERGABBY 6503
Project bioregion(s)	Avon Wheatbelt
Assessment criterion	(b) it comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna indigenous to the area, (d) it comprises the whole or a part of, or is necessary for the maintenance of, a threatened ecological

3.5 Viewing Versions of Projects

The user can select to view historical project versions as well as any drafts of new project versions by selecting *Version History*.



Published Project View	
Project number	4954/1
Project name	The application is to clear 4.7 hectares of native vegetation for the purpose of extending the current vegetable farm. The vegetation under application consists of Banksia woodland, containing Banksia attenuata, Banksia menziesii over Xanthorrhoea preissii and Hibbertia sp (DEC, 2012). There are scattered Eucalyptus tottiana trees within the application area. Weeds species were mainly contained to the perimeter of the application area on the edge of the fire breaks. The vegetation under application was in a very good (Keighery, 1994) condition (DEC, 2012).
Project status	Complete

- Version 7 Draft
- Version 6 Published
- Version 5 Superseded
- Version 4 Superseded
- Version 3 Superseded
- Version 2 Superseded
- Version 1 Superseded

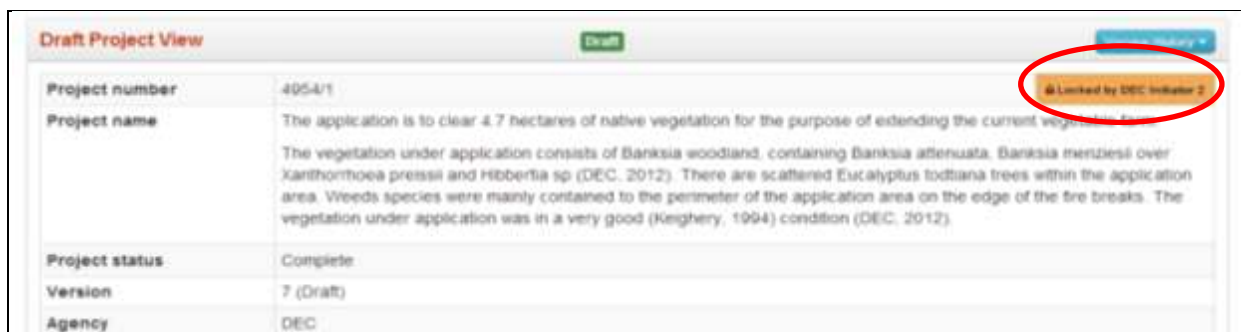
The user selects the version of interest and the system displays the following *Project View* for the specified project.



Superseded Project View	
Project number	4954/1
Project name	The application is to clear 4.7 hectares of native vegetation for the purpose of extending the current vegetable farm. The vegetation under application consists of Banksia woodland, containing Banksia attenuata, Banksia menziesii over Xanthorrhoea preissii and Hibbertia sp (DEC, 2012). There are scattered Eucalyptus tottiana trees within the application area. Weeds species were mainly contained to the perimeter of the application area on the edge of the fire breaks. The vegetation under application was in a very good (Keighery, 1994) condition (DEC, 2012).
Project status	Complete
Version	5 (Superseded)
Agency	DEC

3.6 Locked Drafts of Projects

Where the user selects to view a draft project which has been created by another user the system will prevent the current user from editing the draft. If the project is locked from editing a display message 'Locked by [User]' will be visible under the *Version History* dropdown menu.



Draft Project View	
Project number	4954/1
Project name	The application is to clear 4.7 hectares of native vegetation for the purpose of extending the current vegetable farm. The vegetation under application consists of Banksia woodland, containing Banksia attenuata, Banksia menziesii over Xanthorrhoea preissii and Hibbertia sp (DEC, 2012). There are scattered Eucalyptus tottiana trees within the application area. Weeds species were mainly contained to the perimeter of the application area on the edge of the fire breaks. The vegetation under application was in a very good (Keighery, 1994) condition (DEC, 2012).
Project status	Complete
Version	7 (Draft)
Agency	DEC

Locked by DEC Initiator 2

3.7 Standard Reports

To export the standard report of current projects from the Register, navigate to the *Reports* screen from the menu. This action will list all current projects and their total number.

To export the standard report, the user selects *Export PDF*. The system will start a download and the user will have the option to save, open or cancel the download.



The screenshot shows the Government of Western Australia Environmental Offsets Register website. The header includes the state crest and the text "Government of Western Australia Environmental Offsets Register". A navigation bar contains links for Home, Projects, Search Register, and Reports. The Reports link is highlighted with a red circle. Below the navigation bar, a message states: "The offset 'Current Offset - Land acquisition' was deleted successfully. close". The main content area is titled "Current Projects" and shows a list of 22 projects. The first project is detailed in the table below.

#	Project Name	Proponent	Statutory Process	Project Region	Offset Info
1	The area under application is 2.5ha for the purpose of realignment and widening of ~600m of Brazier Rd in Vanchap. Vegetation is best described in two main sections. The northern section and southern section of the proposed rd reserve. The northern section is best described as Open Heath to shrubland of coastal vegetation in very good to excellent condition. There is a high level of species diversity. Some of the plant species identified included <i>Cleome axillaris</i> , <i>Melaleuca systena</i> and <i>Acacia rostellifera</i> over <i>Acanthocarpus preissii</i> , <i>Westringia</i> sp., <i>Lomandra maritima</i> , <i>Handbergia comptoniana</i> and <i>Conostylis</i> sp. There is a low lying area (~0.51ha), adjacent to the surf club, consisting of a Closed Sedge/land of the Coastal Sword Sedge. The southern section is best described as	City of Wanneroo	EP Act Clearing (Part V)	Avon Wheatbelt	Offset Type Land acquisition, Offset funds Education, Onground management

4 Creating a New (Draft) Project

4.1 OEPA Users – Creating a New (Draft) Project

4.1.1 Create Project

To create a new project in the Register, navigate to Projects and select “Create New Project” from the drop down list.



Enter project details manually or cut and paste data into each project field from existing excel or word documents.

The screenshot shows the 'Add project' form on the Government of Western Australia Environmental Offsets Register. The header includes navigation links like 'Change password', 'Log out', 'Public site', and 'Welcome, OEPA Initiator 1 (OEPA)'. The main title is 'Government of Western Australia Environmental Offsets Register'. Below the title is a navigation bar with 'Home', 'Projects', 'Search Register', and 'Reports'. The form itself has a red header bar with the text 'Add project'. It contains four input fields: 'Proponent' with a placeholder 'Name(s) of the proponent(s)', 'Project name' with a placeholder 'The project name', 'Project location' with a placeholder 'Textual description of the project location', and 'Approved project area (ha)'. Each field is followed by a small text label indicating the expected input.


After project details have been completed, select Save, and continue. Or Cancel to end the session without saving.

The screenshot shows the 'Decisions' screen. At the top, there is a 'Statutory process' dropdown menu set to 'EP Act Environmental Impact Assessment (Part IV)'. Below this is a section titled 'Decisions' with a link 'Add another Decision'. At the bottom right of the 'Decisions' section, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'. The footer of the page includes the 'wa.gov.au' logo, copyright information, and the application version '1.0.07'.

When the user selects to save Project details, a system message will appear at the top of the “Draft Project View” screen confirming that the project was added successfully, as shown in the figure below. Note the project has now been allocated a Project number.

A prompt will appear after the project details that “This Project does not have decisions defined”. Version details are shown in the bottom half of the screen highlighting that this is version 1 (Draft), who it was created by and the creation date/time.

Change password Log out Public site Welcome, Luke Jacenko (OEPA), Contact us

 **Government of Western Australia
Environmental Offsets Register** [Go to whole of WA Government search](#)

Home Projects Search Register Reports Administrator tools

The project "OEPA.5 (OEPA, Draft)" was added successfully. [close](#)

Draft Project View DRAFT [First](#) [Version history](#)

Project number	OEPA.5
Project name	Iron Valley Above Watertable Mining Project
Project status	Current
Version	1 (Draft), assigned to Luke Jacenko
Proponent(s)	Iron Ore Holdings Ltd (Australian Company Number 107 492 517)
Project location	The Iron Valley tenement located approximately 90 kilometres north-west of Newman in the Shire of East Pilbara
Project bioregion(s)	Pilbara
Assessment criterion	Flora and Vegetation, Inland Waters Environmental Quality, Terrestrial Fauna
Residual impact	Clearing of up to 674ha of native vegetation in good to excellent condition
Offset conditions	<p>10-1 In view of the significant residual impacts as a result of implementation of the proposal, the proponent shall contribute funding for the impact to good to excellent condition native vegetation to the strategic regional conservation initiative for the Pilbara as pursuant to condition 10-2.</p> <p>10-2 The proponent's contribution to the initiative identified in condition 10-1 based on approximately 670 ha of good to excellent condition native vegetation at \$1500 AUD/ha shall be paid in annual instalments of \$100,000 AUD (excluding GST) per year over ten years, with the first payment due within twelve months of ground disturbance.</p> <p>10-3 The real value of contributions described in condition 10-2 will be maintained through indexation to the Perth Consumer Price Index, with the first adjustment to be applied to the first contribution.</p>
Statutory process	EP Act Environmental Impact Assessment (Part IV)
Approved project area (ha)	674.0

⚠ This project does not have decisions defined.

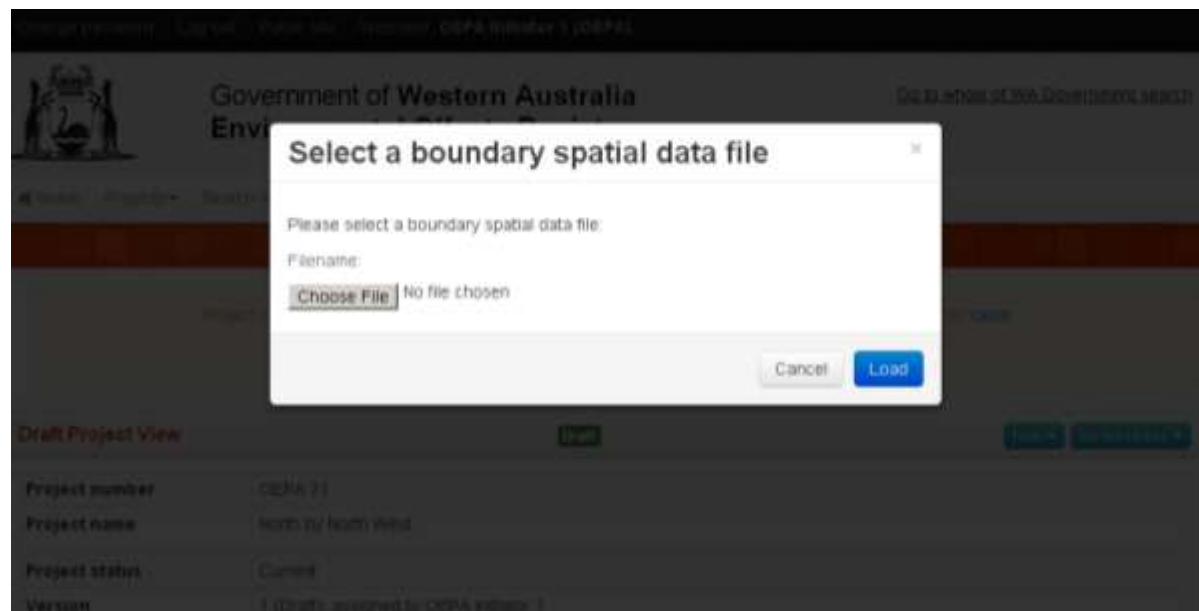
Version	1 (Draft)
Version Created By	Luke Jacenko
Version Creation Date	July 17, 2013, 10:23 am

4.1.2 Add Project Boundary

Add a project boundary to the draft Project by selecting “Load a project boundary shape from file” from the Tools drop down menu.



The following dialogue box will appear. Select Choose File. Navigate to the correct spatial data file on database/network and select Load.



A system message, similar to the one below, will appear at the top of the “Draft Project View” screen confirming that the project boundary was added successfully. In this example, the shape file contained 5 shapes defining the boundaries.

5 features were successfully loaded from shapefile 'project_location.zip'. [close](#)

The User may end the session by logging out, or continue to adding Decisions by selecting “Add a decision” from the Tools drop down menu.

4.1.3 Deleting a Project Boundary

To delete a project boundary, select “Edit existing project boundary shapes” from the “Tools” menu, as shown below.

The steps for deleting a project boundary are similar to the steps for deleting an Offset boundary described in section 4.1.1.7.

The screenshot shows the 'Draft Project View' for OEPA-71. The project details table is as follows:

Field	Value
Project number	OEPA-71
Project name	North by North West
Project status	Current
Version	1 (Draft), assigned to OEPA Initiator 1
Proponent(s)	Deep Blue Mining
Project location	Kimberly
Project bioregion(s)	Central Kimberley
Assessment criterion	Hydrological Processes
Residual impact	sourced from reports and advice
Offset conditions	sourced from ministerial statement
Statutory process	EP Act Environmental Impact Assessment (Part IV)
Approved project area (ha)	200.0

The 'Tools' dropdown menu is open, showing the following options:

- Add a decision
- Edit
- Submit for approval
- Load a project boundary shape from file
- Edit existing project boundary shapes** (highlighted with a red circle)
- Set project status to "Not implemented"

4.1.4 Add Decision and Offsets

To add a decision select “Add a decision” from the Tools drop down menu.

The screenshot shows the 'Draft Project View' for OEPA-3. The project details table is as follows:

Field	Value
Project number	OEPA-3
Project name	Yandicoogina Iron Ore Project - Expansion to include Junction South West and Oxbow Deposits
Project status	Current
Version	1 (Draft), assigned to Luke Jacenko
Proponent(s)	Hamersley Iron Pty. Limited

The 'Tools' dropdown menu is open, showing the following options:

- Add a decision** (highlighted with a red circle)
- Edit
- Submit for approval
- Load a project boundary shape from file
- Set project status to "Not implemented"

Add the Date of decision and Ministerial Statement number. Select Save (or Cancel), and/or continue on by selecting Add another Offset.

The screenshot shows the 'Government of Western Australia Environmental Offsets Register' web application. At the top, there is a navigation bar with links for 'Change password', 'Log out', 'Public site', and 'Welcome, OEPA Initiator 1 (OEPA)'. Below this is the official crest of Western Australia and the title 'Government of Western Australia Environmental Offsets Register'. A search bar is located on the right with the text 'Go to whole of WA Government search'. A breadcrumb trail shows 'Home > Projects > Search Register > Reports'. A yellow success message states: 'The project "OEPA TO (OEPA, Draft)" was added successfully' with a 'close' link. The main section is titled 'Add decision' and contains two input fields: 'Date of decision:' and 'Ministerial statement no:'. Below these is a large box labeled 'Offsets'. Inside this box, the link '+ Add another Offset' is circled in red. At the bottom right of the form are 'Save' and 'Cancel' buttons.

After completing offset details, select Save. The following screen will appear.

Decision(s):

DECISION 1

Date: July 2, 2013 Ministerial statement: 5286

OFFSET 1

Condition status: Current

Type(s): Research

Rationale:
how was the offset derived. Source from EPA advice or Ministerial Appeal determination

Security arrangements:
what (if any) method for securing the offset ie for acquisition of land - could be by covenant or transfer of land for conservation purposes

Governance arrangements:
if funding involved, what controls and accountability are in place for offset implementation. include any written agreements, framework for delivery and governance boards, or fund administration

Offset location:
An offset may have zero, one or multiple locations

Approved offset area (ha): 20.0

Offset bioregion(s): Carnarvon

Delivery agent:
Department of Parks and Wildlife

Advisor(s): Department of Environment and Conservation

Advice:
Advice received from DPaW (formerly DEC) consisting of ...
attach advice document if applicable

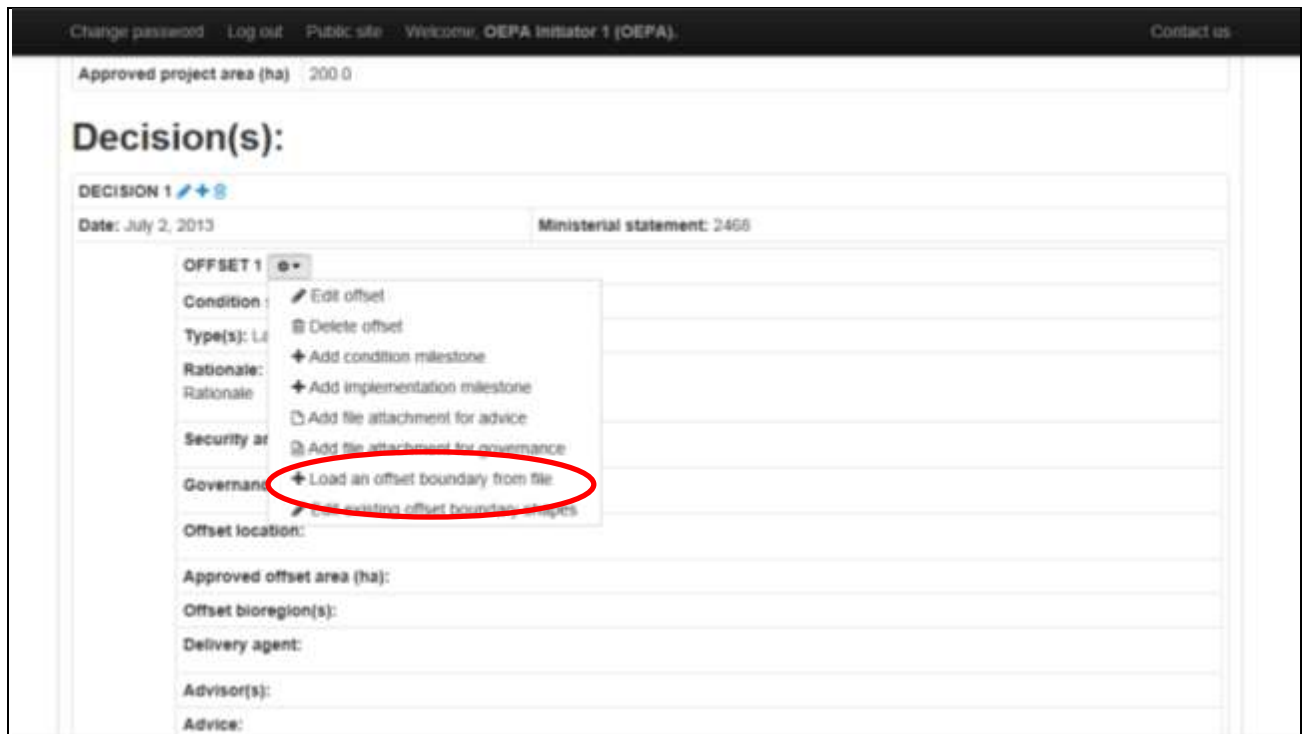
- No condition milestones defined ([Add condition milestone](#))
- No implementation milestones defined ([add an implementation milestone](#))

A screen prompt will appear after Offset 1 details that “no condition milestones defined” and “no implementation milestones” defined.

The User can add another offset by clicking on the + sign or continue on by selecting “Add condition milestone” and then “Add implementation milestones” if these details are known. These details may be added at a later time if unknown, either before publication (refer section 6 - [Amending Draft Projects](#)) or after publication (refer section 7 - [Amending Published Projects](#)).

4.1.5 Add Offset Boundaries

To add an Offset boundary open the Offset menu for the Offset you wish to add a boundary to and select “Load an offset boundary from file”, as shown below, and follow the same process as for loading a project boundary, as described in section 4.1.2.



The screenshot shows the OEPA Initiator 1 web interface. At the top, there is a navigation bar with links: "Change password", "Log out", "Public site", "Welcome, OEPA Initiator 1 (OEPA)", and "Contact us". Below the navigation bar, there is a form with the following fields: "Approved project area (ha)" with the value "200.0". The main section is titled "Decision(s):". Under "DECISION 1", there is a "Date" field with the value "July 2, 2013" and a "Ministerial statement" field with the value "2466". The "OFFSET 1" dropdown menu is open, showing the following options: "Edit offset", "Delete offset", "Add condition milestone", "Add implementation milestone", "Add file attachment for advice", "Add file attachment for governance", "Load an offset boundary from file" (highlighted with a red circle), and "Edit existing offset boundary shapes". Below the dropdown menu, there are several input fields: "Offset location:", "Approved offset area (ha):", "Offset bioregion(s):", "Delivery agent:", "Advisor(s):", and "Advice:".

4.1.6 Editing Offset Boundaries

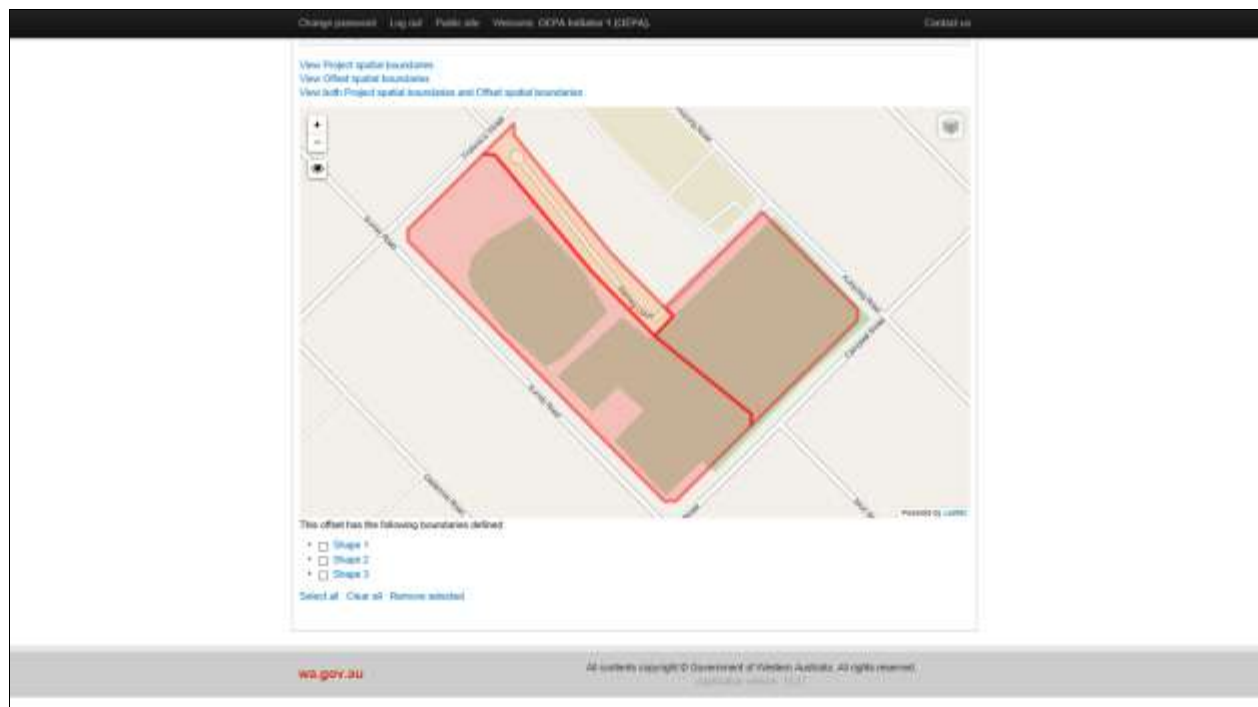
Existing Offset boundaries may be edited by moving them onto another Offset within the current project. This is described in section 4.3.1.

4.1.7 Deleting Offset boundaries

To delete an Offset boundary, select “Edit existing offset boundary shapes from the Offset menu for the Offset which the Offset boundary is currently attached to.

The system will show the current boundaries for the Offset, as shown in the example below. In this example there are three separate shapes for three boundaries for the Offset. The shapes are listed separately beneath the view of the boundaries as Shape 1, Shape 2, Shape 3.

Determine which of the listed shapes corresponds to the shape on the viewer by clicking on the listed shapes in turn. The system will highlight the corresponding shape in the viewer. When you have determined the shape that you want to delete, select the check box next to the numbered shape in the list. Then click on “Remove selected”. The system will delete the elected shape.



4.2 DER/DMP Users – Creating a New (Draft) Project

4.2.1 Create Project

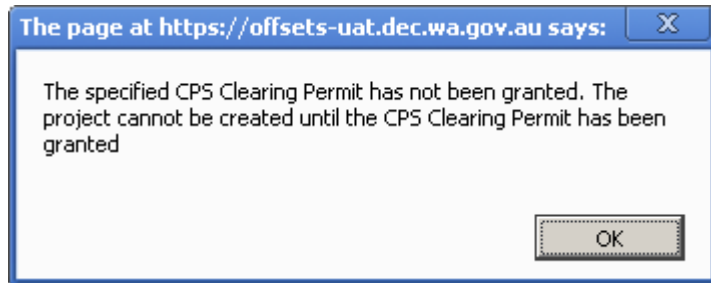
To create a new project in the Register, navigate to Projects and select “Create New Project” from the drop down list.



Type the CPS permit number (must be “granted” in CPS) in the CPS permit search field and press enter.

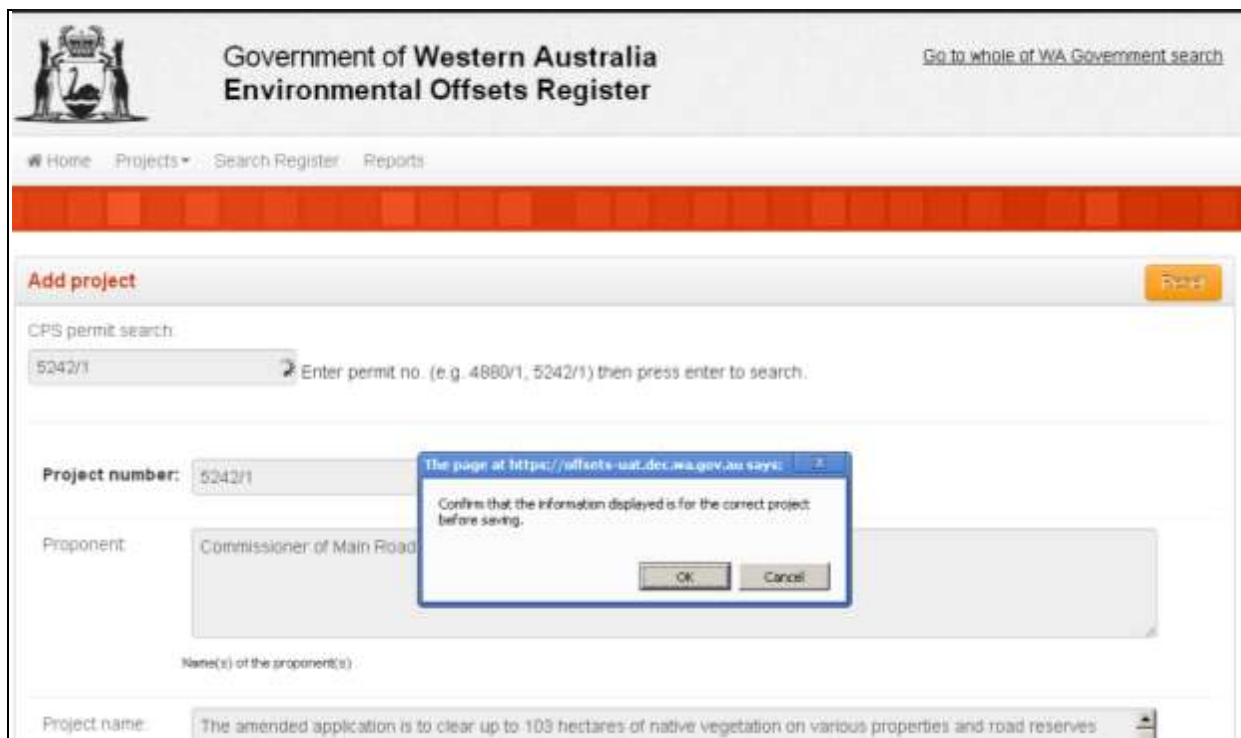


If the permit being searched has not been granted in CPS, the system will respond with the following message.



The user should ensure the permit is correctly flagged in CPS as Granted and then re-enter the permit number in the Permit Search Field.

The following screen will appear with the dialogue box prompting the user to confirm that the project information sourced from the CPS is correct before saving. If it is, click OK.



The User must complete other mandatory fields manually as required such as Project BioRegion, Assessment Criteria, significant residual impact, and statutory process.

Note that the Offsets Conditions text sourced from CPS requires **manual revision** to:

- exclude conditions which are not offset conditions
- align with the permit conditions, which may be different from those in CPS

When completed, click on Save to continue or cancel to end the session without saving.

The screenshot displays the 'DEC Initiator 1 (DEC)' web interface. At the top, there is a navigation bar with 'Log out', 'Public site', and 'Welcome, DEC Initiator 1 (DEC)'. Below this, a list of regions is shown: 'Avon Wheatbelt', 'Carnarvon', 'Central Kimberley', and 'Central Ranges'. A 'Choose all' link is present below the list. To the right, there is a 'Remove all' button. The 'Project status' section shows a dropdown menu set to 'Current', with a note 'Project implementation status' below it. The 'Assessment criteria' section features a search bar with a magnifying glass icon and a 'Filter' input field. Below the search bar, a list of criteria is displayed: '(a) it comprises a high level of biologic', '(b) it comprises the whole or a part of', '(c) it includes, or is necessary for the', and '(d) it comprises the whole or a part of'. A 'Choose all' link is below this list. To the right, there is a 'Chosen assessment criteria' section with a 'Remove all' button. The 'Significant residual impact' section contains a text area with the placeholder text 'text describing loss of environmental values which will occur as a result of the project after all mitigation sourced from reports or advice'. The 'Offset conditions' section contains a text area with the placeholder text 'accordance with the following requirements: (a) trees shall be established and maintained to an average planting density of #2 trees per hectare; and (b) planting is to commence within #3 months of clearing any area authorised under this Permit.' The 'Statutory process' section shows a dropdown menu set to 'EP Act Clearing (Part V)'. At the bottom right, there are 'Save' and 'Cancel' buttons.

4.2.2 Editing Offsets

After the project has been saved, the Decisions and offsets (based on permit conditions) will automatically appear (sourced from CPS) for the permit, as shown in the example below.

The screenshot displays the 'DEC Initiator 1 (DEC)' interface. At the top, there is a navigation bar with 'Log out', 'Public site', and 'Welcome, DEC Initiator 1 (DEC)'. Below this, the main heading is 'Decision(s):'. Underneath, a section titled 'DECISION 1' shows a 'Date: June 15, 2011'. The main content area lists two offsets, 'OFFSET 1' and 'OFFSET 2', each with a dropdown arrow. For 'OFFSET 1', the following fields are visible: 'Condition status: Current', 'Type(s):', 'Rationale: None', 'Security arrangements: None', 'Governance arrangements: None', 'Offset location: None', 'Approved offset area (ha):', 'Offset bioregion(s):', 'Delivery agent: None', 'Advisor(s):', 'Advice: None', and two bullet points: '• No condition milestones defined (Add condition milestone)' and '• No implementation milestones defined (add an implementation milestone)'. 'OFFSET 2' shows 'Condition status: Current' and 'Type(s):'. The 'Rationale:' field for 'OFFSET 2' is partially visible and shows 'None'.

In addition, the project boundary and any relevant offset boundaries will also come across from CPS. These boundaries may be viewed at the bottom of the screen either individually or combined.



Note that:

- an Offset is created for each condition held in CPS. It is likely that only a subset of the conditions will be offset conditions.
- Offset boundaries are attached to the applicable Offsets when they are transferred from CPS

It will be necessary to:

- review each Offset
- enter the relevant information for each Offset so that the actual Offsets indicated on the CPS permit are replicated in the Register
- delete “excess” Offsets, while taking care to retain Offsets which have an Offset boundary attached to them

These tasks are described in the next sections.

4.2.3 Entering Offset Information

To enter the relevant information for each Offset, select the Offset to be edited and choose “edit offset” from the offset menu (as shown in the figure below). The Offset Conditions status, Rationale and Type are mandatory information required before the Project version can be submitted for approval.

The screenshot shows a web form titled "Decision(s):". Below the title is a section for "DECISION 1" with a "Date: June 15, 2011". The main content area contains a table with one row labeled "OFFSET 1". A red circle highlights the "OFFSET 1" header, which has a dropdown menu open. The menu options are: "Edit offset", "Delete offset", "Add condition milestone", "Add implementation milestone", "Add file attachment for advice", and "Add file attachment for governance". Below the table, there are fields for "Rationale:" (set to "None"), "Security at:" (set to "None"), "Governance arrangements:" (set to "None"), and "Offset location:".

4.2.4 Deleting Offsets

Offsets which have Offset boundaries attached to them have this indicated as shown in the figure below. These Offsets should **not** be deleted, since deleting the Offset will delete the Offset boundary. Offsets with Offset boundaries attached require the relevant Offset information to be entered.

To delete an Offset select the Offset to be edited and choose “delete offset” from the offset menu, as shown in the figure above.

Note offsets cannot be manually added to the Register once deleted. If offsets are deleted in error, the user must re-specify the permit number in the CPS Permit search field (refer section 7.3.1). This will result in repopulation of the Project and Offsets in the Register from CPS system which again will require review/editing.

Log out
Public site
Welcome, DEC Initiator 1 (DEC).
Contact us

Decision(s):

DECISION 1

Date: Oct. 25, 2011

OFFSET 1

Condition status: Current

Type(s):

Rationale: None

Security arrangements: None

Governance arrangements: None

Offset location: None

Approved offset area (ha):

Offset bioregion(s):

Delivery agent: None

Advisor(s):

Advice: None

- No condition milestones defined ([Add condition milestone](#))
- No implementation milestones defined ([add an implementation milestone](#))

Offset spatial boundary (ID: 144) [Edit](#)

4.2.5 Editing Offset Boundaries

Existing Offset boundaries may be edited by moving them onto another Offset within the current project. This should not be necessary when the project is first created from information in CPS, but may be required when subsequent versions are created. This process is described in section 4.3.1.

Note that it is not possible for DER/DMP users to delete an offset boundary from an Offset.

4.3 All Users

The following tasks may be performed by all users with the authority to create a project.

4.3.1 Editing Offset boundaries

Existing Offset boundaries may be edited by moving them onto another Offset within the current project.

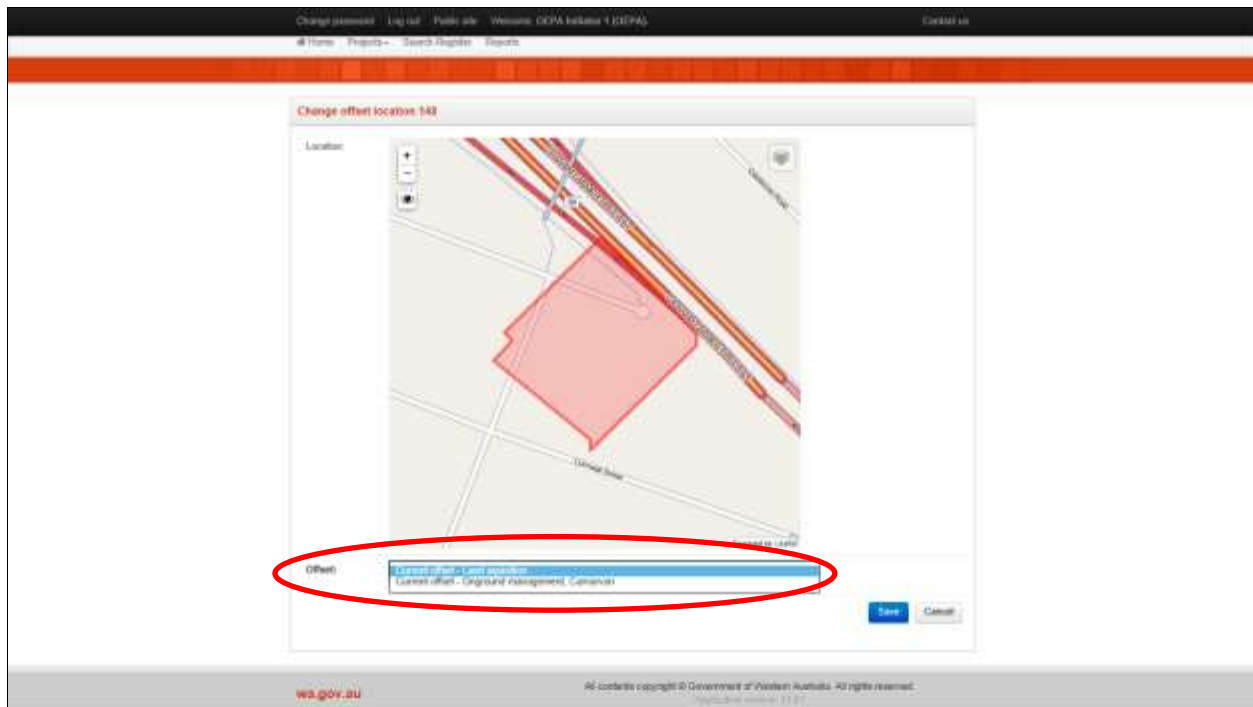
To move an Offset boundary, view the Offset that the boundary is currently attached to. Each boundary has an “Edit” link next to it, as shown in the example below.

The screenshot shows a web application interface for configuring an 'Offset'. The top navigation bar includes links for 'Change password', 'Log out', 'Public site', 'Welcome, OCPA Initiative 1 (DEPA)', and 'Cancel us'. The main content area is titled 'OFFSET 1' and contains several sections: 'Condition status: Current', 'Type(s): Last acquisition', 'Relationships', 'Security arrangements', 'Governance arrangements', 'Offset location', 'Approved offset area (yml)', 'Offset boundary(ies)', 'Delivery agent', 'Achieve(s)', and 'Achieve:'. Below these sections is a 'CONDITION MILESTONE 1' section with fields for 'Milestone', 'Milestone', 'Treehouse', and 'Complete'. A message states 'No implementation milestones defined (add an implementation milestone)'. At the bottom, there is a list of 'Offset spatial boundary (ID: 145) Edit' and 'Offset spatial boundary (ID: 147) Edit', which are circled in red. The bottom of the page shows the start of the 'OFFSET 2' configuration section.

The boundaries may be individually viewed by clicking the “Edit” link. The boundary will be displayed as shown below.

To move the boundary onto a different Offset, select the required Offset from the list of Offsets for the project, as shown below, and click “Save”. The system will move the Offset boundary onto the selected Offset.

Note that the Offset descriptions which appear in the Offset selection drop down list are based on information which has been entered for the Offset. If no information has been entered for the Offset, the drop down list descriptions may not be very helpful in choosing the desired target Offset.



4.3.2 Milestones and Attachments

Condition milestones and implementation milestones can also be added (if known) for each offset, as well as file attachments for advice (only visible to the agency) and governance (agreements for implementation). These are options available from the offset menu.

Save at the end of editing offsets, adding milestones or attachments.

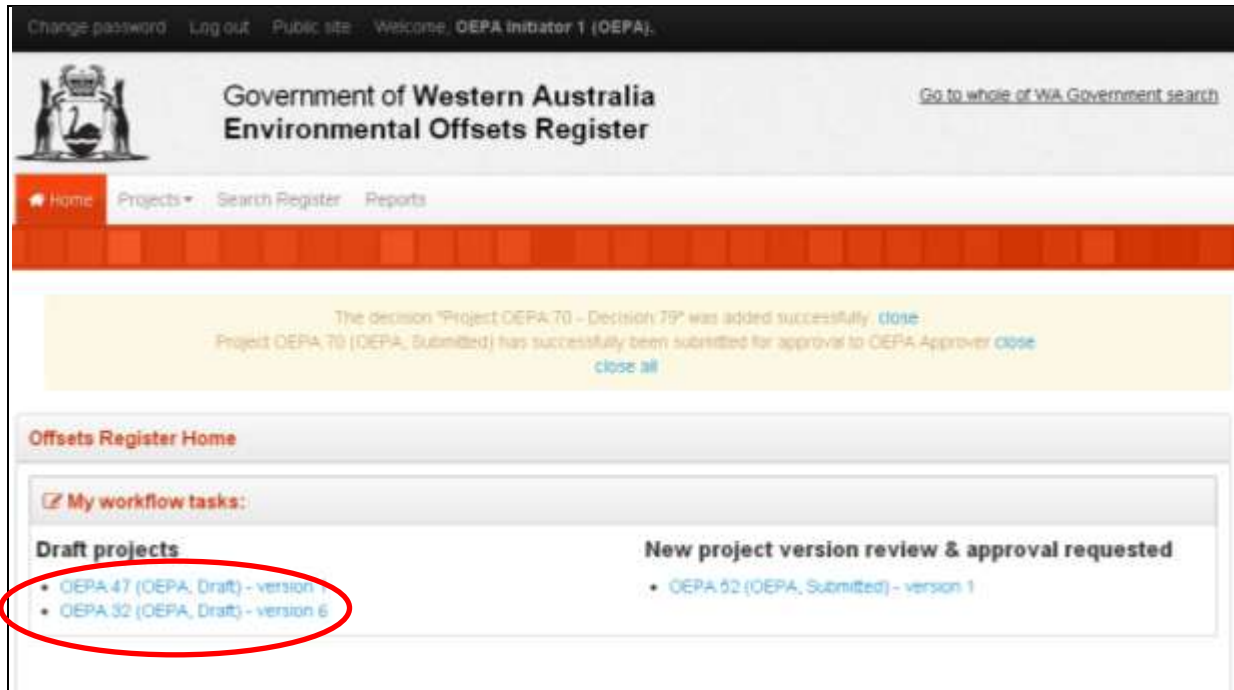
4.3.3 Submitting for Approval

The User can submit the draft project for approval and publishing (refer section 5 - [Submitting a Draft Project for Approval and Publishing](#)). The system does not mandate that condition or implementation milestones are defined for the project before the project is submitted for approval, but if they are known they should be entered before submission.

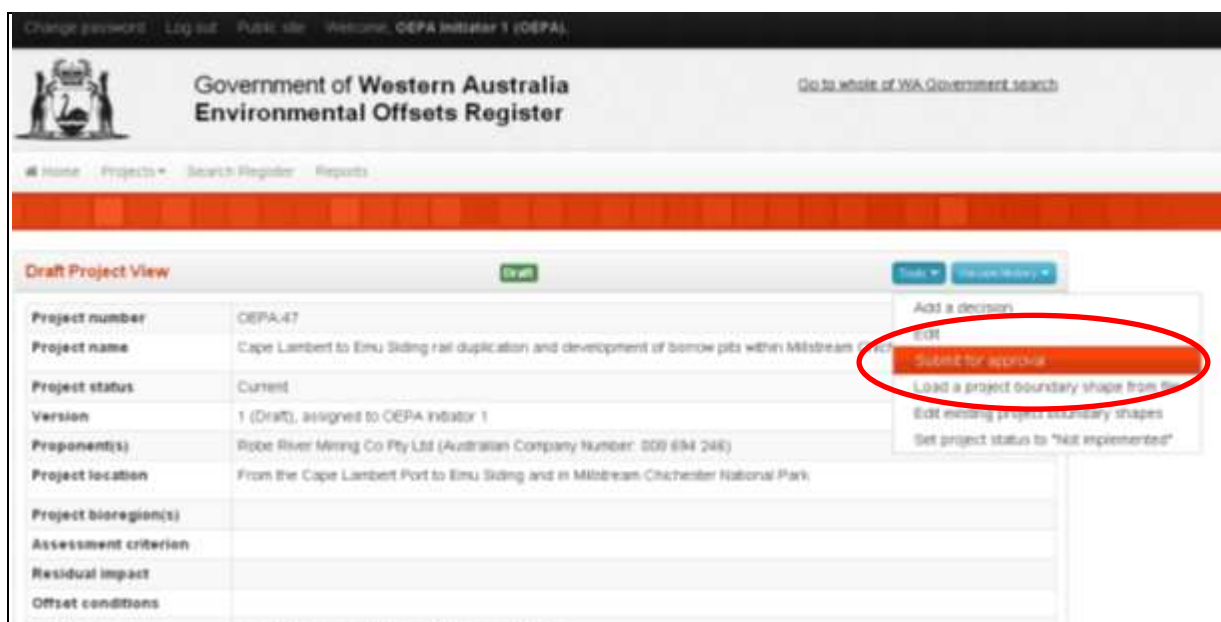
5 Submitting a Draft Project for Approval and Publishing

5.1 OEPA Users

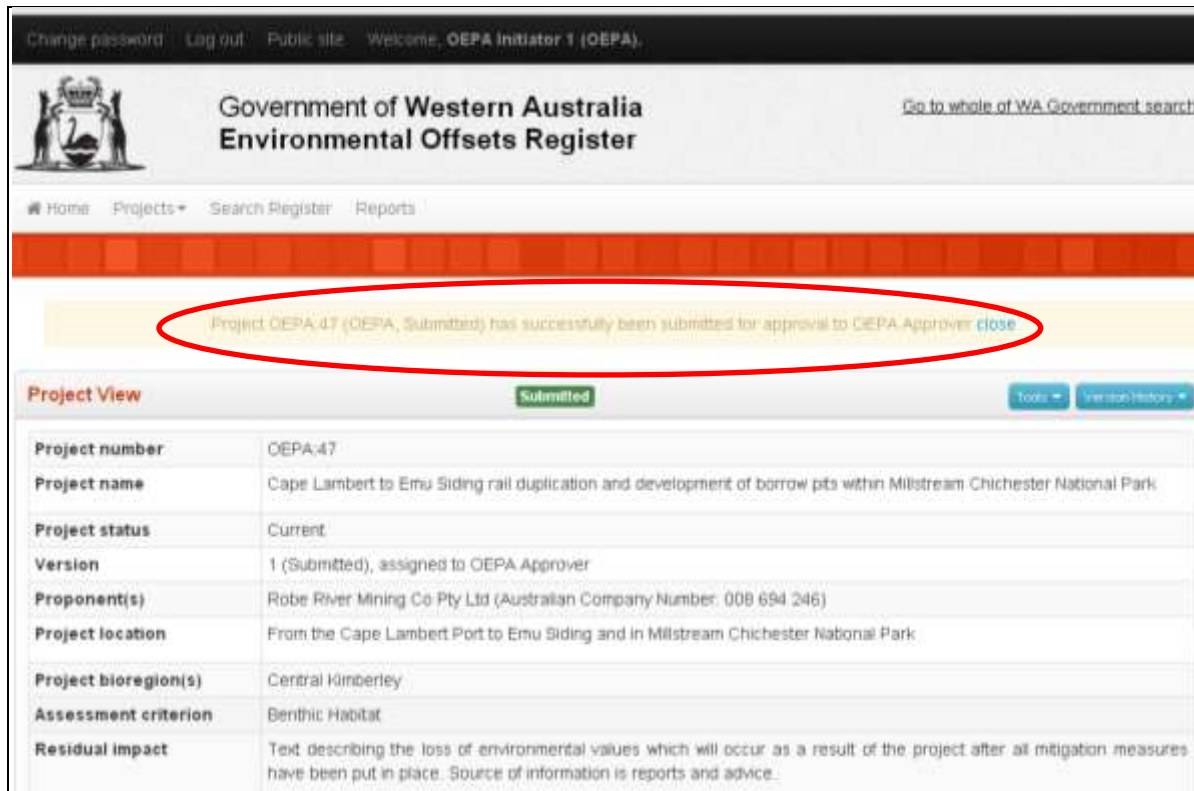
To submit a draft project for Approval, select the relevant draft project from your workflow tasks on the home page or from the list of draft projects available from the “Projects” menu.



Check that it is the correct project and that it is accurately completed. Select “Submit for approval” from the Tools drop down menu.



If all mandatory fields have been completed, a screen message will appear confirming that the draft project has successfully been submitted for approval.



The screenshot shows the 'Government of Western Australia Environmental Offsets Register' interface. At the top, there is a navigation bar with links for 'Change password', 'Log out', 'Public site', and 'Welcome, OEPA Initiator 1 (OEPA)'. Below this is the site logo and title. A secondary navigation bar includes 'Home', 'Projects', 'Search Register', and 'Reports'. A prominent yellow message box in the center states: 'Project OEPA:47 (OEPA, Submitted) has successfully been submitted for approval to OEPA Approver' with a 'close' link. Below the message, the 'Project View' section for 'Submitted' Project OEPA:47 is displayed. It includes a table with project details.

Project number	OEPA:47
Project name	Cape Lambert to Emu Siding rail duplication and development of borrow pits within Millstream Chichester National Park
Project status	Current
Version	1 (Submitted), assigned to OEPA Approver
Proponent(s)	Robe River Mining Co Pty Ltd (Australian Company Number: 008 694 246)
Project location	From the Cape Lambert Port to Emu Siding and in Millstream Chichester National Park
Project bioregion(s)	Central Kimberley
Assessment criterion	Benthic Habitat
Residual impact	Text describing the loss of environmental values which will occur as a result of the project after all mitigation measures have been put in place. Source of information is reports and advice.

5.2 DER/DMP Users

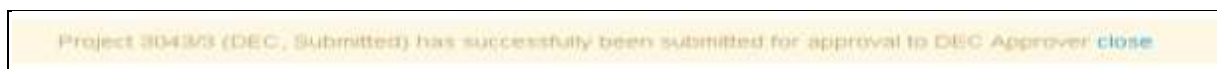
To submit a draft project for Approval, select the relevant draft project from your workflow tasks on the home page or from the list of draft projects available from the “Projects” menu.



Check that it is the correct project and that it is accurately completed. Select “Submit for approval” from the Tools drop down menu.



If all mandatory fields have been completed, a screen message will appear confirming that the draft project has successfully been submitted for approval.



If mandatory fields not completed, a screen message will confirm the fields required to be completed prior to submitting for approval.

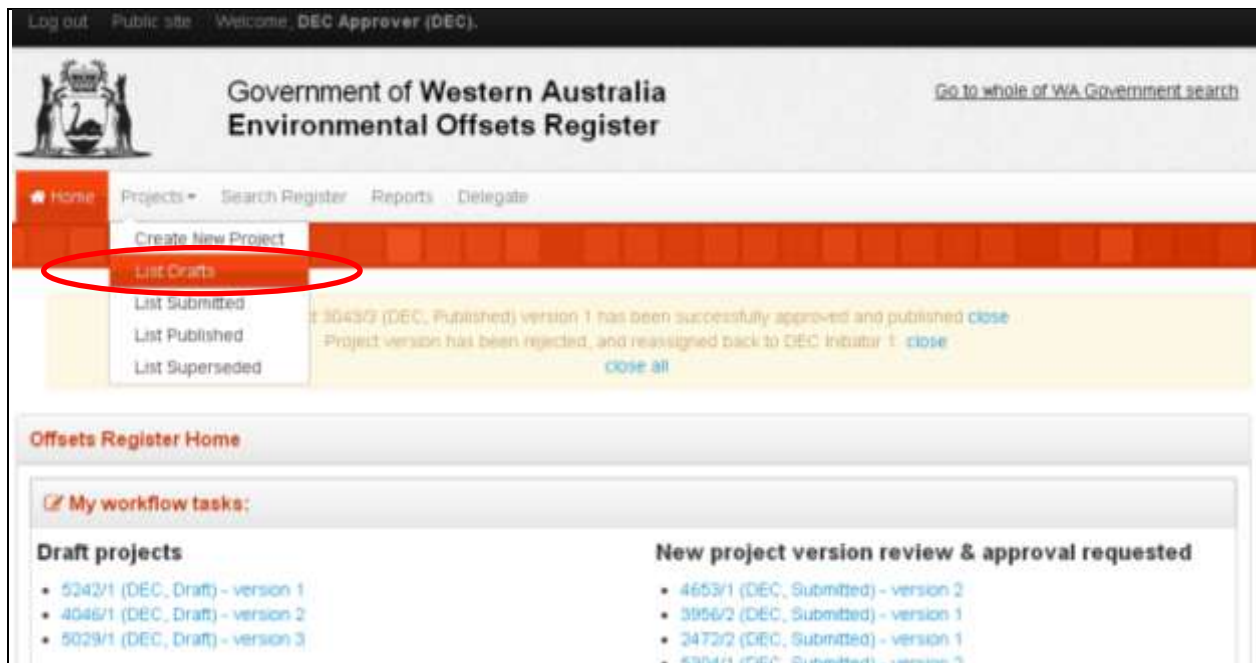
6 Amending Draft Projects

To edit a draft version of a project, either:

- from the home page, choose from draft projects in assigned workflow tasks, or
- select “List Drafts” from Projects drop down menu as described in the next section

6.1 List Drafts

To display a list of draft project versions select choose “List Drafts” from the Projects menu as shown below.



The List Drafts screen will appear, as shown below. Select the relevant draft project from the list for editing. Note drafts that are locked for editing by someone else **Draft** will not be accessible.

Note that:

- Version 1 drafts are drafts which have not previously been published to the Register. Any user with the required authority can edit these drafts
- Version 2 or higher Version number drafts are drafts of revisions to projects which have previously been published to the Register. Only the user who created the new draft version of the project can edit these

Log out Public site Welcome, DEC Approver (DEC).

Government of Western Australia
Environmental Offsets Register

Go to whole of WA Government search

Home Projects Search Register Reports Delegate

List Drafts

Project number	Project Status	Proponent(s)	Project name	Statutory process	Project version
5450/1	Draft	AngloGold Ashanti Australia Limited	AngloGold (2013) is proposing to clear up to 48.2 hectares of native for the purposes of an airstrip and associated activities. This includes the widening of an existing airstrip for safety reasons and the expansion of aerodrome facilities. The vegetation will be cleared using a bulldozer.	EP Act Clearing (Part V)	Version 1 (Draft), created by DEC Initiator 1 on 05-Jul-2013
394/2	Draft	City of Mandurah	The proposal includes the clearing of 7.5 hectares of native vegetation from within Lot 9007 on Plan 36767, Meadow Springs, for the purpose of recreation. Vegetation from within this area was identified and mapped by Morgan (2005) during a spring flora survey in 2004. Nine vegetation units were identified during ...	(None)	Version 1 (Draft), created by DEC Initiator 1 on 05-Jul-2013
4902/1	Draft	Bruno Pessotto	The proposed clearing of 0.25 ha is for the purpose of horticulture and pasture.	(None)	Version 1 (Draft), created by DEC Initiator 1 on 05-Jul-2013

If the user wishes to amend project details, select “Edit” from the Tools drop down menu.

Log out Public site Welcome, DEC Approver (DEC).

Government of Western Australia
Environmental Offsets Register

Go to whole of WA Government search

Home Projects Search Register Reports Delegate

Draft Project View

Draft

Tools View Draft History

Edit

Submit for approval
Set project status to "Not implemented"

Project number	5460/1
Project name	AngloGold (2013) is proposing to clear up to 48.2 hectares of native for the purposes of an activities. This includes the widening of an existing airstrip for safety reasons and the expansion of The vegetation will be cleared using a bulldozer.
Project status	Current


The Change project screen appears. Edit project details as required.

Note for DER/DMP users:

Some project fields can only be auto populated by CPS (not manually edited). Re-specifying the CPS permit number in the CPS permit search field will update the auto-populated fields. Note that this

should only be done with an understanding of which information will be updated and the consequences – as described in section 7.3.1.

Log out Public site Welcome, DEC Approver (DEC).

 **Government of Western Australia**
Environmental Offsets Register [Go to whole of WA Government search](#)

[Home](#) [Projects](#) [Search Register](#) [Reports](#) [Delegate](#)

Change project 5460/1

CPIS permit search:
 Enter permit no. (e.g. 4880/1, 5242/1) then press enter to search.

Project number:

Proponent:

Save changes made, or cancel to end.

If the user wishes to edit offset details, while still in Draft Project View screen, scroll down to the Offset menu for the required offsets and choose Edit offset, Delete offset, Add condition or implementation milestones, or file attachments for advice or governance, as shown in the figure below.

The screenshot shows a web form titled "Decision(s):". Below the title, there is a section for "DECISION 1" with a "Date" field set to "May 17, 2012". The main form area contains several fields: "OFFSET:" with a dropdown menu, "Condition:", "Type(s):", "Rationale:" (set to "None"), "Security at:" (set to "None"), "Governance arrangements:" (set to "None"), "Offset location:" (set to "None"), "Approved offset area (ha):", "Offset bioregion(s):", "Delivery agent:" (set to "None"), "Advisor(s):", and "Advice:" (set to "None"). The "OFFSET:" dropdown menu is open, showing options: "Edit offset" (highlighted in orange), "Delete offset", "+ Add condition milestone", "+ Add implementation milestone", "Add file attachment for advice", and "Add file attachment for governance". A red circle is drawn around the dropdown menu.

Save changes made, or cancel to end.

Two buttons are shown: a blue "Save" button and a grey "Cancel" button.

7 Amending Published Projects

This section describes the process of creating a new version and amending a previously published project.

The tasks involved depend on Agency and role.

- DER, DMP and OEPA Initiators should start with the tasks in section 7.1
- DPaW Implementers should start with the tasks in section 7.4

7.1 DER/DMP and OEPA Initiators

7.1.1 Create a New Version


To create a new version of a previously published project either

- select “List Published” from the Projects menu, as shown in the figure below, to display a list of published projects or
- search the register for a specific project using the Search Register option from the menu



Select the relevant project from the list of current published projects or from the list of search results.

Log out Public site Welcome, DEC Initiator 1 (DEC).

 **Government of Western Australia
Environmental Offsets Register** [Go to whole of WA Government search](#)

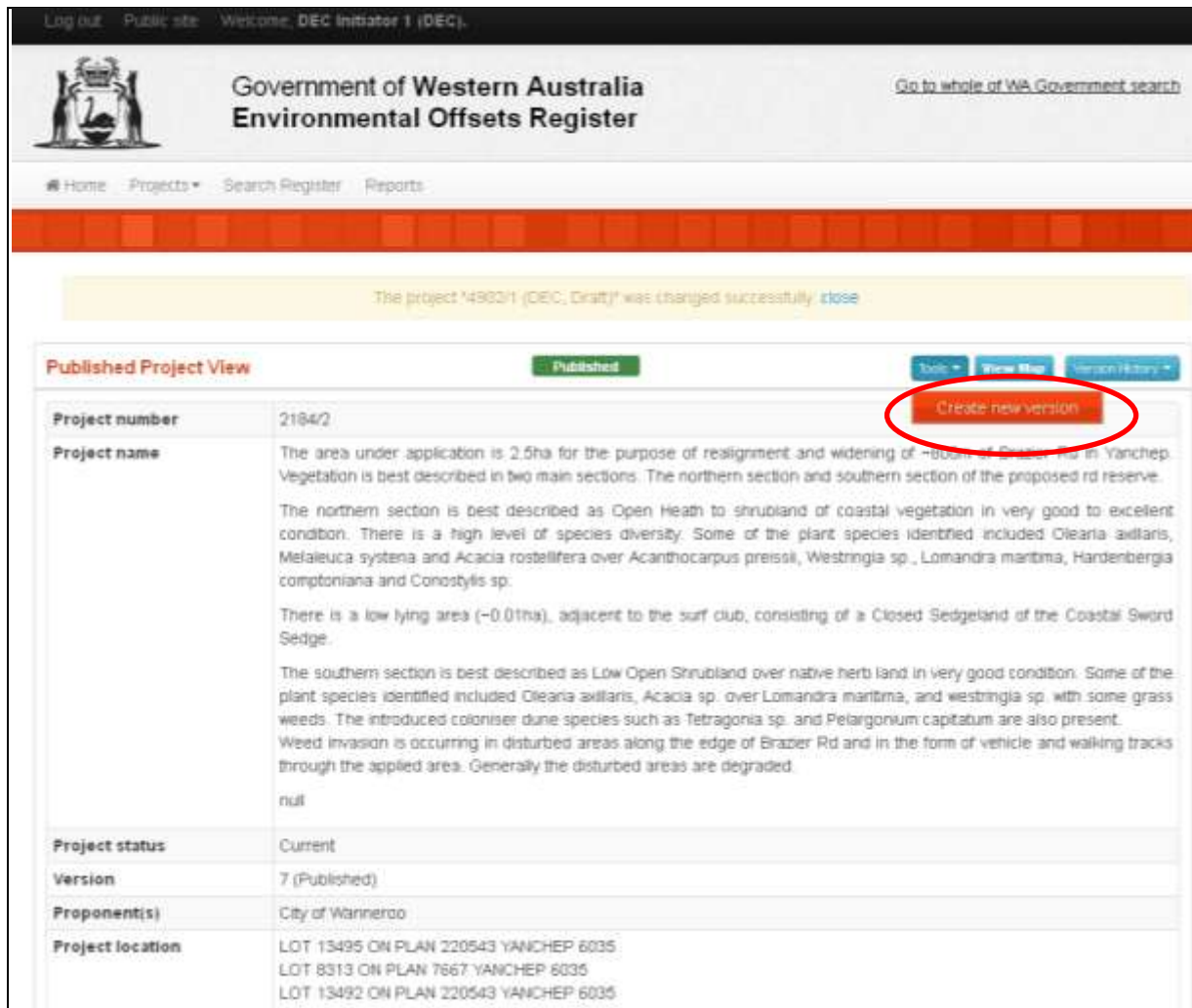
Home Projects Search Register Reports

The project '4902/1 (DEC, Draft)*' was changed successfully. [close](#)

List published projects

Project Number	Project agency	Status	Project version
2164/2	DEC	Published	Version 7 (Published), created by DEC Initiator 1 on 24-Jun-2013
5150/1	DEC	Published	Version 7 (Published), created by DEC Initiator 1 on 21-Jun-2013
3694	DEC	Published	Version 5 (Published), created by DEC Approver on 26-Jun-2013
5478/1	DEC	Published	Version 4 (Published), created by Simon Weighell on 20-Jun-2013
5231/1	DEC	Published	Version 3 (Published), created by John Riley on 24-Jun-2013

Select “Create new version” from the Tools drop down menu, as shown below.



The screenshot shows the 'Published Project View' for project 2184/2. The 'Tools' dropdown menu is open, and the 'Create new version' option is highlighted with a red circle. The project details include:

- Project number:** 2184/2
- Project name:** The area under application is 2.5ha for the purpose of realignment and widening of ~50m of Brazier Rd in Yanchep. Vegetation is best described in two main sections. The northern section and southern section of the proposed rd reserve. The northern section is best described as Open Heath to shrubland of coastal vegetation in very good to excellent condition. There is a high level of species diversity. Some of the plant species identified included *Olearia axillaris*, *Melaleuca systena* and *Acacia rostellifera* over *Acanthocarpus preissii*, *Westringia* sp., *Lomandra maritima*, *Hardenbergia comptoniana* and *Conostylis* sp. There is a low lying area (~0.01ha), adjacent to the surf club, consisting of a Closed Sedgeland of the Coastal Sword Sedge. The southern section is best described as Low Open Shrubland over native herb land in very good condition. Some of the plant species identified included *Olearia axillaris*, *Acacia* sp. over *Lomandra maritima*, and *Westringia* sp. with some grass weeds. The introduced coloniser dune species such as *Tetragonia* sp. and *Pelargonium capitatum* are also present. Weed invasion is occurring in disturbed areas along the edge of Brazier Rd and in the form of vehicle and walking tracks through the applied area. Generally the disturbed areas are degraded.
- Project status:** Current
- Version:** 7 (Published)
- Proponent(s):** City of Wanneroo
- Project location:** LOT 13495 ON PLAN 220543 YANCHEP 6035
LOT 8313 ON PLAN 7667 YANCHEP 6035
LOT 13492 ON PLAN 220543 YANCHEP 6035
LOT 8006 ON PLAN 43000 YANCHEP 6035

The system will prompt the user to confirm this action. Note once created, a draft new version cannot be deleted.



7.1.2 Amend the Project

The user can proceed to amend project details (via Tools drop down menu) or scroll down screen to edit offsets and milestones.

Other details of the next steps in the amendment process, depend on the Agency:

- For OEPA Initiators refer to section 7.2
- For DER/DMP Initiators refer to section 7.3

7.2 OEPA Users – Amending Published Projects

The steps for amending a published OEPA project are the same as for the initial creation of the project, as described in section 4.1.

7.3 DER/DMP Users - Amending Published Projects

7.3.1 Refreshing Information from CPS

If editing or updating project details with information from CPS, the user will need to re-specify the CPS permit number in the CPS permit search field. This may include amendments to CPS permits where the last number remains the same or may include amendments where the last number of the permit is incremented.

For example, in the figure below if the details for the granted permit 2184/2 have changed, the user specifies the same permit number in the CPS permit search field and presses enter.

However if amendments to the permit require a new permit to be granted, the user specifies the incremented permit number 2184/3.

Government of Western Australia
Environmental Offsets Register

Go to whole of WA Government search

Home Projects Search Register Reports

New project version created (project 2184/2 version 8) [close](#)
The project '4902/1 (DEC, Draft)' was changed successfully [close](#)
[close all](#)

Change project 2184/2

CPS permit search:
2184/2 Enter permit no. (e.g. 4880/1, 5242/1) then press enter to search.

Project number: 2184/2

Proponent: City of Wanneroo
Name(s) of the proponent(s)

Project name: The area under application is 2.5ha for the purpose of realignment and widening of ~800m of Grazer Rd in Yanchep. Vegetation is best described in two main sections. The northern section and southern section of the proposed nt

The system will prompt the user to confirm that the information repopulated from CPS is correct prior to saving.

Confirm that the information displayed is for the correct project before saving.

OK Cancel

7.3.2 Review Information from CPS

After re-specifying the permit, the user will need to review all project and offset details to ensure the currency and accuracy of the information (including offset boundaries) in the offsets register aligns with the current CPS permit granted.

Each time information is extracted from CPS (i.e.: when a new version of the permit is created or, in the case of a purpose permit, when the permit number is re-specified for the purpose of updating the information from CPS) the system brings all of the permit information across from CPS by:

- overwriting the information at “Project” level, including the Offset Conditions text
- creating additional Offsets for every condition held for the permit in CPS.


Manual intervention is needed to:

- Restore or update the “Offset Conditions” text similarly to the corrections which were applied when the first draft of the project was created (refer to section 4.1)
- Determine which of the Offsets are duplicates and delete the duplicates, while taking care to:
 - Retain information for Offsets, Offset Condition Milestones and Offset Implementation Milestones which has been manually entered in the previous version
 - Determine which Offset boundary shapes are duplicates. This will require taking into account the possibility that some Offset boundary shapes which were attached to a previous Offset may have been revised and will be required to be replaced by a boundary shape which has been imported in a duplicate Offset.
 1. To move Offset boundaries between Offsets follow the instructions in section 4.3.1
 2. It is not possible to delete an Offset boundary from an Offset; it is only possible to delete an entire Offset (which includes the Offset boundary). To delete an Offset boundary which is not required, from an Offset which is required, it is necessary to move the Offset boundary onto an Offset which is not required and then delete the entire Offset.

7.4 DPaW Implementers– Updating implementation milestones

Some DPaW users are approved by OEPA to update offset implementation milestones only for Part IV EP Act projects. This is usually the case when the proponent has entered into an agreement with DPaW to implement the offset on their behalf. Any agreement of this kind will likely be attached as a Governance arrangement to the offset.

As offsets are implemented, DPaW users will need to update published projects by selecting to search the register from the internal application homepage. Search by known details or if unknown, statutory process.



Government of Western Australia Environmental Offsets Register

[Go to whole of WA Government search](#)

[Home](#)
[Projects](#)
[Search Register](#)
[Reports](#)

Search Register

Any Occurrence of:
search
Clear

Project Details

Project Number ?

Proponent ?

Project Name ?

Project Status ?

☐ Current
 ☐ Complete
 ☐ Not Implemented

Project Bioregion ?

Avon Wheatbelt
 Carnarvon
 Central Kimberley
 Central Ranges

Statutory Process ?

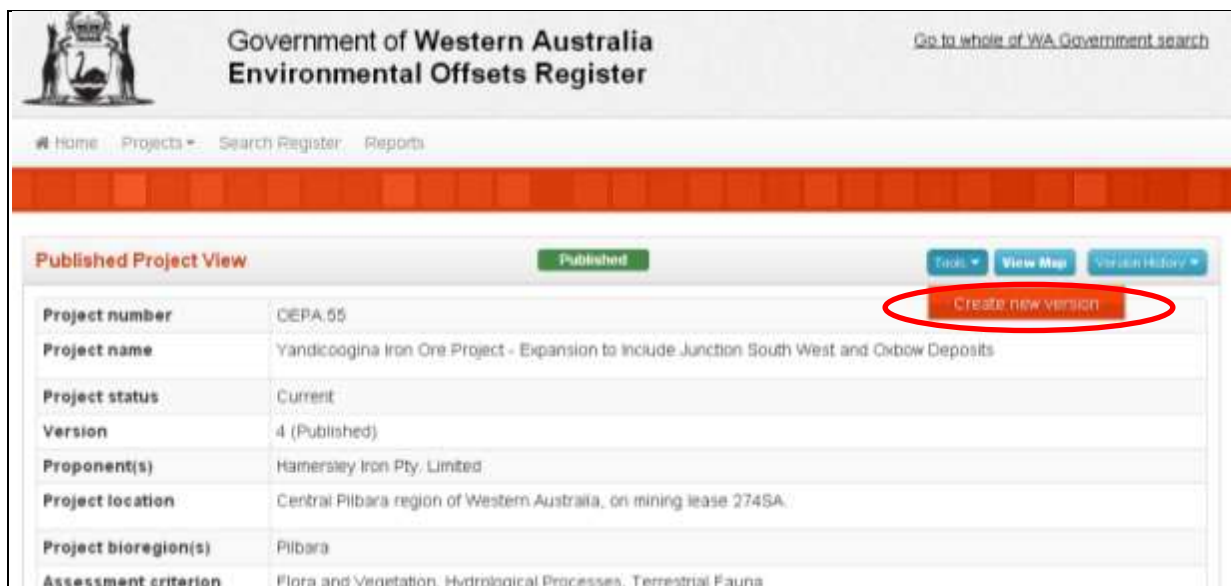
EP Act Clearing (Part V)
 EP Act Environmental Impact Assessment (Part IV)

Select the relevant project from the search results list.

Search Results				
		19 Projects	Export CSV	Export PDF
			View Map	
#	Project Number	Project Name	Proponent	Project Boundary
1	OEPA-8	Yilgarn Operations Windaring Range W4 East Deposit	Cliffs Asia Pacific Iron Ore Pty Ltd	No
2	OEPA-26	Wiluna Uranium Project	Toro Energy Limited	Yes
3	688/2	The proposal is to clear 17.23ha of native vegetation on Lot 5426 (41.12ha) for turf. The original application was submitted for the entire property, however this was subsequently amended. A site inspection (2007) of the vegetation under application identified the overstorey as predominantly comprising Jarrah (<i>Eucalyptus marginata</i>). The understorey comprised of very little species diversity, with the dominant species being <i>Xanthorrhoea preissii</i> . Other species identified included <i>Macrozamia</i> sp, <i>Mesomelaena</i> sp, <i>Hakea</i> sp, <i>Conostylis</i> sp, <i>Patersonia occidentalis</i> and <i>Desmodium</i> sp. The vegetation under application ranged in condition from degraded to good. Mattiske (2004) determined that the vegetation under application has been previously heavily logged, resulting in the regeneration of Jarrah (<i>Eucalyptus marginata</i>).	Guito Pty Ltd	Yes
4	OEPA-55	Yandicoogina Iron Ore Project - Expansion to include Junction South West and Oxbow Deposits	Hammersley Iron Pty. Limited	Yes

The Published Project view screen will display. Confirm the correct project has been selected, as new draft versions created from a previously published project **cannot be deleted**.

If correct, select “create new version” from tools drop down menu, as shown below.

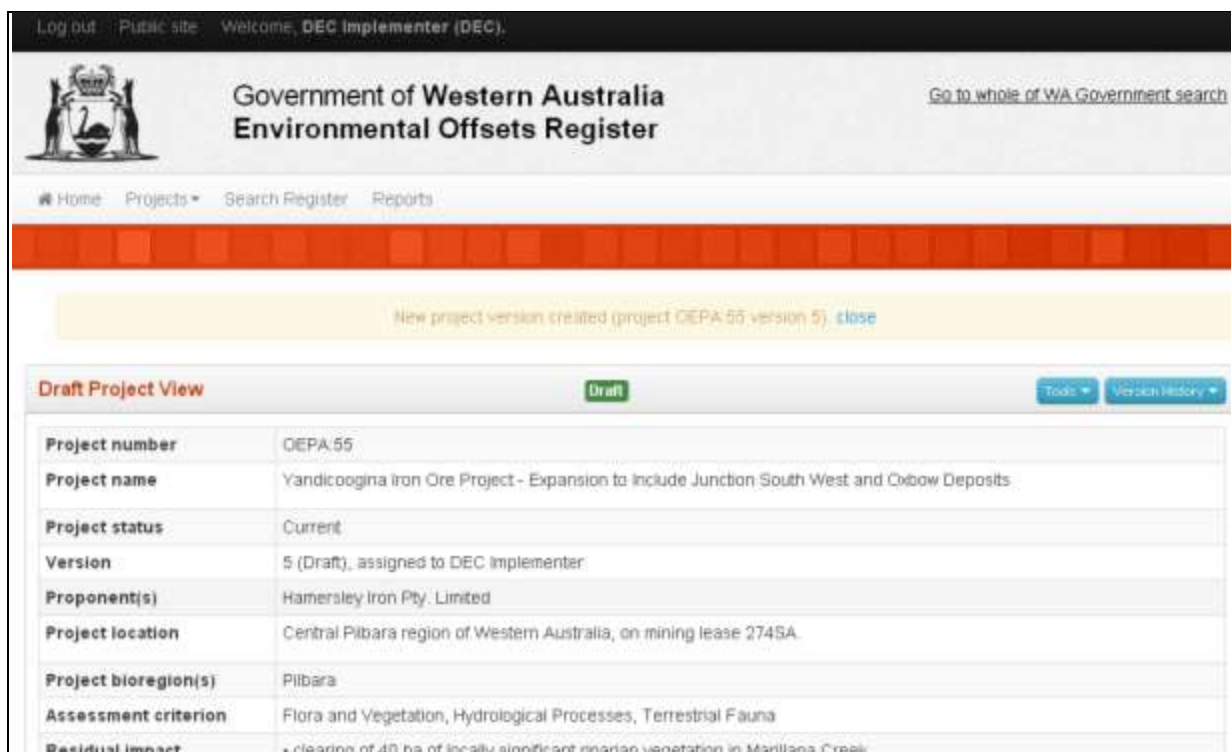


The screenshot shows the 'Published Project View' for project OEPA 55. The project details are as follows:

Field	Value
Project number	OEPA 55
Project name	Yandicoogina Iron Ore Project - Expansion to include Junction South West and Oxbow Deposits
Project status	Current
Version	4 (Published)
Proponent(s)	Hammersley Iron Pty. Limited
Project location	Central Pilbara region of Western Australia, on mining lease 274SA.
Project bioregion(s)	Pilbara
Assessment criterion	Flora and Vegetation, Hydrological Processes, Terrestrial Fauna

The 'Tools' dropdown menu is open, and the 'Create new version' button is highlighted with a red circle.

The Draft Project view screen will display. Note system message at the top highlighting that this is a new project version.



The screenshot shows the 'Draft Project View' for project OEPA 55. A system message at the top indicates: 'New project version created (project OEPA 55 version 5)'. The project details are as follows:

Field	Value
Project number	OEPA 55
Project name	Yandicoogina Iron Ore Project - Expansion to include Junction South West and Oxbow Deposits
Project status	Current
Version	5 (Draft), assigned to DEC implementer
Proponent(s)	Hammersley Iron Pty. Limited
Project location	Central Pilbara region of Western Australia, on mining lease 274SA.
Project bioregion(s)	Pilbara
Assessment criterion	Flora and Vegetation, Hydrological Processes, Terrestrial Fauna
Residual impact	• clearing of 40 ha of locally significant riparian vegetation in Marillana Creek

Scroll down to the relevant offset and select ‘Add implementation milestone’.

<p>CONDITION MILESTONE 1</p> <p>Milestone: 10-1 In view of the significant residual impacts and risks (permanent and temporary) to native vegetation including riparian vegetation as a result of the implementation of the proposal, the proponent shall contribute \$3 million to a strategic regional conservation initiative for the Pilbara as determined by the Minister for Environment on advice of the Environmental Protection Authority and the DEC.</p> <p>Timeframe:</p> <p>Complete: Incomplete</p>
<p>CONDITION MILESTONE 2</p> <p>Milestone: 10-2 The contribution shall be paid in full by 31 December 2013, unless otherwise agreed by the CEO.</p> <p>Timeframe: 31 December 2013 unless otherwise agreed by the CEO.</p> <p>Timeframe (date): Dec. 31, 2013</p> <p>Complete: Incomplete</p>
<ul style="list-style-type: none"> • No implementation milestones defined • Add implementation milestone

Note only implementation milestones will be accessible to DPaW Users (Implementers) for amendment.

The Add implementation milestone screen will be displayed, as shown below. Complete the relevant fields and save.

The screenshot shows the 'Add implementation milestone' form within the Government of Western Australia Environmental Offsets Register. The page header includes a navigation bar with 'Log out', 'Public site', and 'Welcome, DEC Implementer (DEC)'. The main header features the Government of Western Australia logo and the title 'Government of Western Australia Environmental Offsets Register', with a link to 'Go to whole of WA Government search'. Below the header is a navigation menu with 'Home', 'Projects', 'Search Register', and 'Reports'. A yellow notification bar at the top of the form area states 'New project version created (project CEPA 55 version 5)' with a 'close' link. The form itself is titled 'Add implementation milestone' and contains four input fields: 'Milestone' (a large text area), 'Timeframe' (a large text area), 'Timeframe date' (a date picker set to 'Today'), and 'Milestone complete' (a dropdown menu). At the bottom right of the form are 'Save' and 'Cancel' buttons.

A screen message will appear confirming that the implementation milestone was added successfully.

The implementation milestone "Implementation milestone (Current offset - Offset funds, Pilbara)" was added successfully [close](#)

The user can now submit the draft project for approval by selecting Submit for approval from the Tools drop down menu, as shown below.



A screen message will appear confirming that the project has successfully been submitted, as shown below.



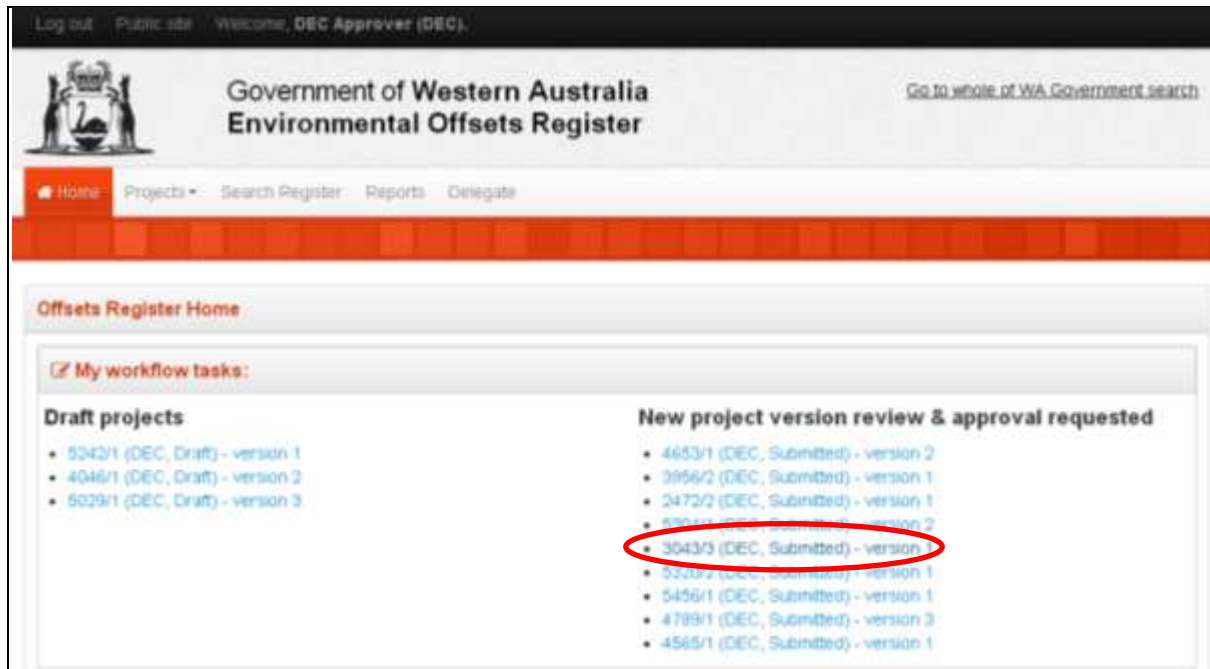
The user can end the session (logout) or repeat this process with another project.

8 Approving and Publishing Projects

8.1 Selecting a Project for Review

When a project is submitted for review and approval the Approving Manager receives an email notification and a workflow task will appear on their home page.

The Approving Manager selects the relevant submitted draft project from the workflow tasks on their homepage.



The system displays the submitted project version.

The Approving Manager may record reviewer notes by scrolling to the bottom of the project and entering text, as shown in the figure below. If the project version has previously been reviewed and reviewer notes entered, they will be visible. Press Save to record the review text.

The screenshot shows a web application interface for DEC Approver. At the top, there is a navigation bar with links: Log out, Public site, Welcome, DEC Approver (DEC), and Contact us. Below the navigation bar, there is a table with project details:

Version Submitted By	Simon Weighell
Version Submitted date	June 24, 2013, 1:55 p.m.
Version Approved By	
Version Publication Date	
Version Superseded By	
Version Superseded Date	

Below the table, there are three links: [View Project spatial boundaries](#), [View Offset spatial boundaries](#), and [View both Project spatial boundaries and Offset spatial boundaries](#).


Under the heading "Record reviewer note", there is a text input field labeled "Note text:" containing the text "sample reviewers notes". Below the input field is a blue "Save" button.

At the bottom of the page, there is a footer that reads: "All contents copyright © Government of Western Australia. All rights reserved."

8.2 Approve

The Manager reviews all project and offset information submitted, and if correct, selects "Approve and publish" from the Tools drop down menu.

Log out | Public site | Welcome, DEC Approver (DEC).

 **Government of Western Australia
Environmental Offsets Register** [Go to whole of WA Government search](#)

Home Projects Search Register Reports Delegate

Project View Submitted Tools Version history

Project number	3043/3	Edit
Project name	The vegetation is comprised of scattered Eucalyptus marginata and Corymbacaphys... Myrtellum occidentale with some Banksia icifolia and Huysia floribunda. The understorey is... species, although individual occurrences of Xanthorrhoea brunonis, Jacksonia furcillata, Daviesia... Lepidosperma longidivale and Patersonia sp. were recorded on site. In the south east corner... Gompholobium sp. and Hardenbergia comptoniana were recorded. The lower storey is dominated by wattle (Acacia, Zuercher...	Cancel Approve and publish Reject Set project status to "Not implemented"
Project status	Current	
Version	1 (Submitted), assigned to DEC Approver	
Proponent(s)	BMP Holdings Pty Ltd and Lure Holdings Pty Ltd	
Project location	LOT 200 ON PLAN 34967 PICTON EAST 6229 LOT 200 ON PLAN 34967 PICTON EAST 6229	
Project bioregion(s)	Central Ranges	
Assessment criterion	(b) It comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna indigenous to Western Australia	
Residual impact	Sourced from report. Describes the loss of environmental values which will occur as a result of the project after all mitigation	
Offset conditions	Fauna management	

(a) Does not include any clearing authorized under this Permit. The area shall be protected by a fence associated with...

The following system message will appear. If the Manager is certain of the accuracy of the data, click Confirm to make the project version publically available on the Register, or Cancel otherwise.

Please confirm:

Please confirm that you wish to approve this version of the project and make it generally visible in the Register and to the public

[Cancel](#) [Confirm](#)

The system will confirm that the version of the project has been published.

Project 3043/3 (DEC, Published) version 1 has been successfully approved and published [close](#)

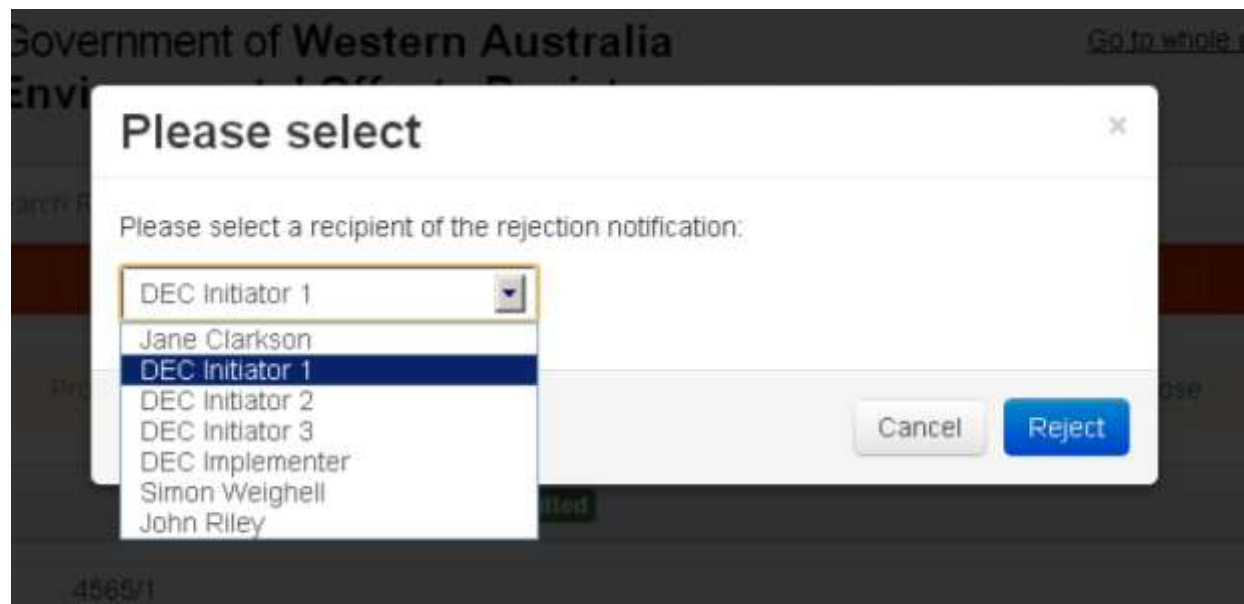
Reviewer notes are removed when the project is published.

8.3 Reject

If the draft project is not correct and cannot therefore be approved or published, the Approving Manager selects “Reject” from the Tools drop down menu.



The system presents a list of potential recipients, with the person who submitted the project as the default. The Manager selects the required recipient and clicks on Reject.



The system will confirm that the draft project has been rejected and returned to initiator.

Project version has been rejected, and reassigned back to DEC Initiator 1. [close](#)

The system will send a notification email to the selected recipient and a workflow task will appear on the recipient's home page. The recipient will be able to view the reviewer notes.

8.4 Edit

If the corrections are of a minor nature, the Approving Manager may choose to edit the draft project (select from Tools drop down menu) before approving and publishing it.

8.5 Changing Project Status to Not Implemented

Under certain circumstances, Approving Managers may need to change the status of a project to “Not Implemented”.

To change the published version to “not implemented”, navigate to the relevant published project and create a new draft version. Select Set Project Status to “Not implemented”.

The screenshot shows the 'Draft Project View' for project CEPA 19. The project details are as follows:

Field	Value
Project number	CEPA 19
Project name	Ferrous Pilbara Project
Project status	Current
Version	4 (Draft), assigned to CEPA Approver
Proponent(s)	FerAus Pty Limited (Australian Company Number: 097 422 029)
Project location	Onshore Iron Ore Area and Treadwell Creek Area in the East Pilbara Region of Western Australia

The 'Tools' dropdown menu is open, showing the following options:

- Add a decision
- Edit
- Submit for approval
- Load a project boundary shape from file
- Set project status to "Not implemented"

The option 'Set project status to "Not implemented"' is circled in red.

The following message appears notifying the user of the consequences of continuing. If ok to continue, select confirm.

Please confirm:

Changing the project status to "not implemented" will cause all information to be automatically removed from this version of the project, except for the following:

- Project number
- Project name
- Proponent
- Project status

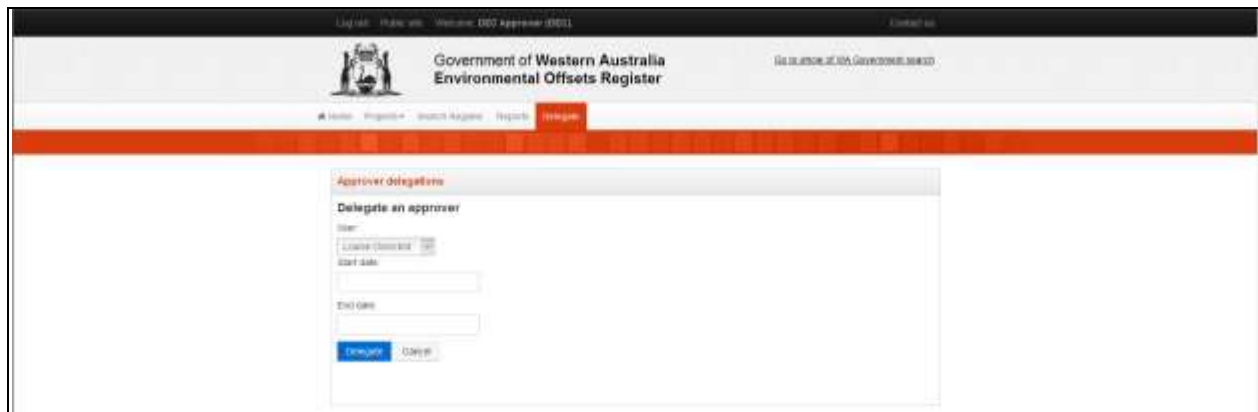
Please confirm that you wish to alter the project status in this way.

Select Submit for approval from Tools drop down menu. As the Approver, the user will need to navigate to their workflow tasks on the Home page and approve the submitted project.

8.6 Delegation of Approver Role

Each agency has at least one registered approver (usually a Manager) who can delegate the Approver Role to another person. In most instances, this will be the person acting in their position.

To delegate their Approver Role, the Manager selects “Delegate” from the Home Page, then selects the relevant user from the User drop down list, completes start date and end date, and selects Delegate.

The screenshot shows the 'Delegate an approver' form within the Government of Western Australia Environmental Offsets Register. The form is titled 'Approver delegation' and 'Delegate an approver'. It includes a 'User' dropdown menu with a search icon, a 'Start date' field, an 'End date' field, and two buttons: 'Delegate' and 'Cancel'.

A system message will confirm the successful delegation of the Approver Role. The delegated Approver will receive email notifications of request for approval and workflow tasks for approval.

Note that the Manager can still review and approve submitted projects by choosing the project from the list of submitted projects. This is available by selecting “List Submitted” from the Projects menu.

9 Administration

9.1 DER and DMP User Registration and Assignment of Roles

For registration of new users for the EP Act Part V (Clearing) process:

1. DER's Systems Administrator (OIM) creates the user on the Offsets Register after receiving approval from the relevant agency (OEPA, DER, DMP).
2. DER's Agency Administrator – John Riley (based at the Native Vegetation and Conservation Branch) assigns the relevant roles to new users for both DER and DMP. Note: the Agency Administrator for DEC is also the Agency Administrator for DMP.

9.2 OEPA (and DPaW) User Registration and Assignment of Roles

For registration of new users:

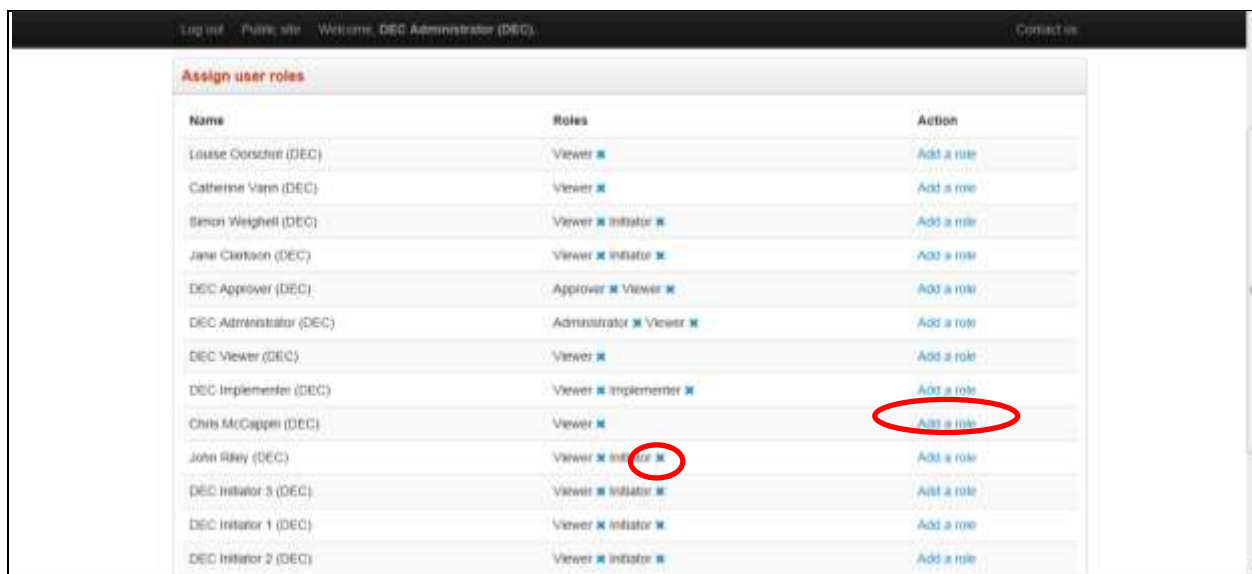
1. The DER Systems Administrator or Application Custodian creates the user on the Offsets Register after receiving approval from the OEPA.
2. OEPA's Agency Administrator – Luke Jacenko (based at the Strategic Policy Branch) assigns the relevant roles to new users for both OEPA, and for DPaW in relation to implementer roles.

9.3 Assigning a Role

To assign a role to a user, the Administrator chooses “Assign user roles” from the “Administrator tools” menu, as shown below.



The system displays a list of users and their current roles, as shown below.

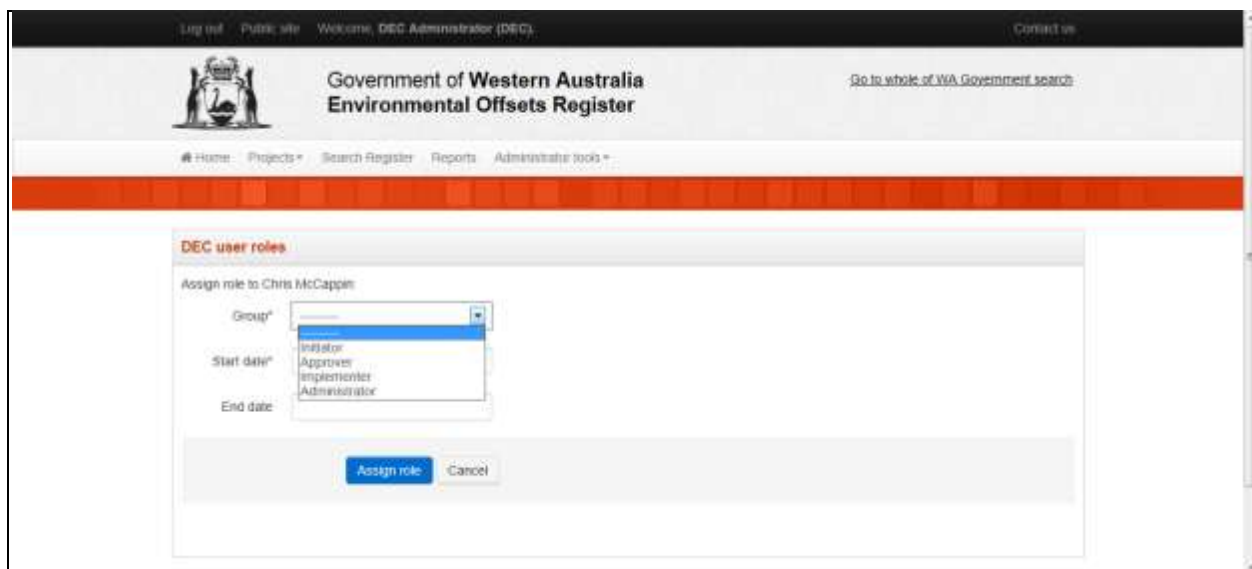


Name	Roles	Action
Louise Corscilli (DEC)	Viewer	Add a role
Catherine Vann (DEC)	Viewer	Add a role
Beron Weighell (DEC)	Viewer Initiator	Add a role
Jane Clanton (DEC)	Viewer Initiator	Add a role
DEC Approver (DEC)	Approver Viewer	Add a role
DEC Administrator (DEC)	Administrator Viewer	Add a role
DEC Viewer (DEC)	Viewer	Add a role
DEC Implementer (DEC)	Viewer Implementer	Add a role
Chris McCappin (DEC)	Viewer	Add a role
John Riley (DEC)	Viewer Initiator	Add a role
DEC Initiator 3 (DEC)	Viewer Initiator	Add a role
DEC Initiator 1 (DEC)	Viewer Initiator	Add a role
DEC Initiator 2 (DEC)	Viewer Initiator	Add a role

To delete a role click the [x](#) next to the role for the user. The system will remove the role from the user.

To add a role for the user, select “add a role”, as shown in the figure.

The system displays the “Agency user roles” screen, as shown below. Select a role for the user from the Group drop down. Enter a start date for the user assignment to the role and optionally enter an end date. Click Save to save the role assignment or Cancel to cancel the changes.



DEC user roles

Assign role to Chris McCappin:

Group: [Initiator](#)

Start date:

End date:

[Assign role](#) [Cancel](#)

Note that the Assign user roles screen only shows the current role assignments for users. It does not show:

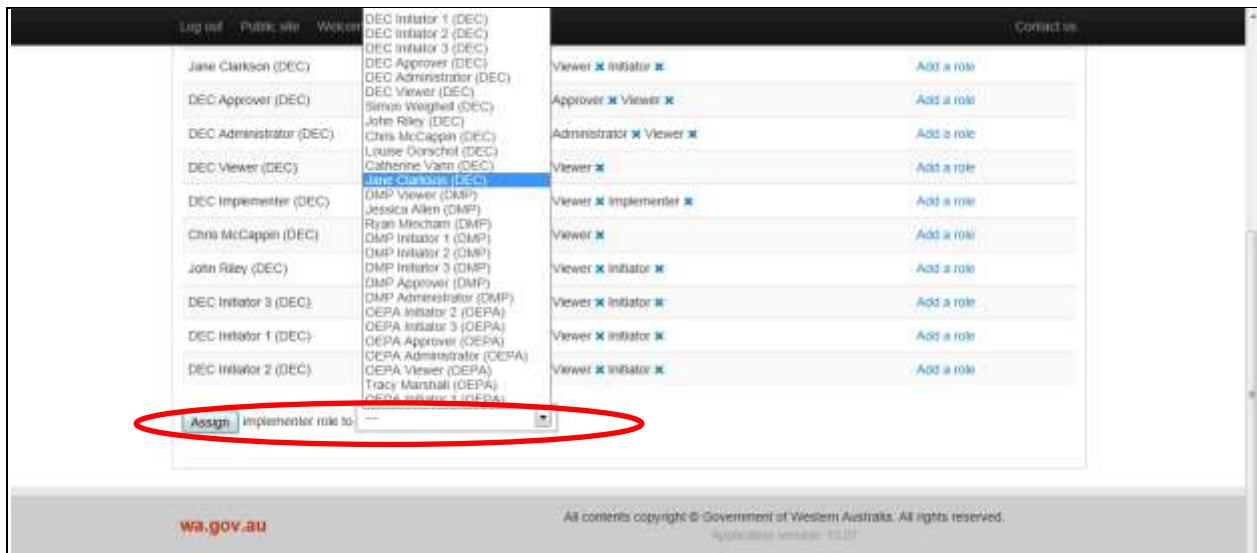
- role assignments for users which have already been made for the future

- role assignments for users which have previously existed

9.3.1 Implementer Role Assignment

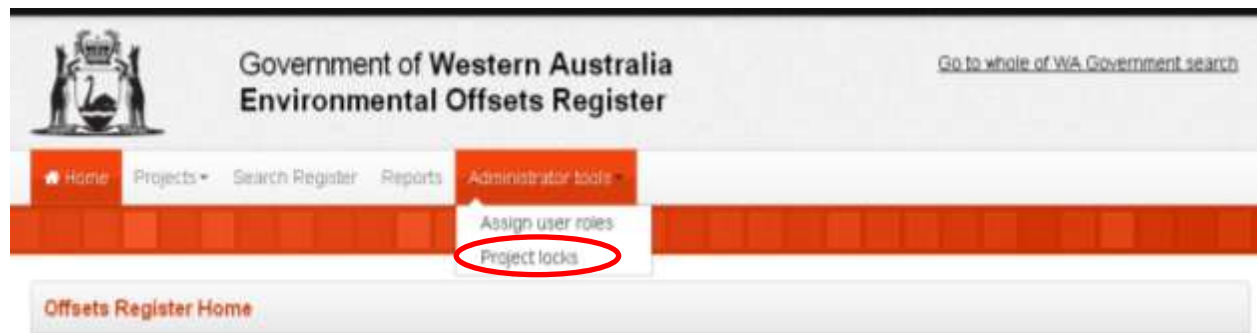
The Implementer role is a special case. It is only currently assigned by the OEPA Administrator to DPaW users to enable them to update Offset Implementation Milestones on OEPA projects.

To assign the Implementer role to a user, use the special tools at the bottom of the Assign user roles screen. Choose the required user as shown in the figure below and press the Assign button.



9.3.2 Removing locks

An agency administrator can remove a lock on a project that has been locked for editing by a user who cannot for some reason, complete and submit the project. The administrator navigates to Project Locks from the Administrator tools drop down menu.



10 Glossary

Glossary of Terms	
Term	Definition
Actor	An actor is a human (or non-human) role that interacts with the system.
Agency Administrator	Defines user permissions for their agency. Has the ability to update and correct information in the system with all of the permissions of an approver, except the ability to approve information for publication. It is expected that this ability would only be used in unusual circumstances.
Application Custodian	Technical personnel responsible for the technical support of the system.
Approver	Reviews and approves the projects for their respective agency for publication for general visibility on the public offsets website.
Business Custodian	The owner of the over-arching business process supported by the system. There are two Business Custodians: <ul style="list-style-type: none"> Business Custodian – Part IV processes (OEPA) Business Custodian – Part V processes (DER)
CSV	Comma Separated Values – a file format for data which can be imported into analysis tools such as MS Excel
CPS	Clearing Permit System (DER)
DEC	Department of Environment and Conservation
DER	Department of Environment and Regulation
DMP	Department of Mines and Petroleum
EP Act	Environmental Protection Act 1986
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999 (Cwth)
GIS	Geographical Information Services (DPaW)
DEC Implementer	Records offset implementation information (only) by creating a new draft project version. This role is usually assigned to DPaW staff who need to update offset implementation and milestone information.
Initiator	An Internal actor. Creates a new draft project which has not previously existed in the Register. Updates published offset information by creating a new draft project version.
Internal Actor	An internal actor is an actor who uses the system by logging into the Register.
Internal application	The version of the system that is used by internal users to create and maintain the contents of the Register and also to view the contents of the Register.

Ministerial Statement	Applies to OEPA (Part IV) processes only. Statement containing the Minister for Environment's decision authorising a proposal to proceed, including the conditions and procedures under which it may proceed. A Ministerial Statement is related to specific offsets. There may be more than one Ministerial Statement per Project in the Register.
NVCB	Native Vegetation Conservation Branch (DER)
OEPA	Office of the Environmental Protection Authority
Offset (Environmental)	Are measurable environmental outcomes resulting from actions designed to compensate for significant residual adverse impacts arising from project development after appropriate mitigation measures have been taken. (Adapted from Business and Biodiversity Offsets Programme (BBOP). 2009. Glossary. BBOP, Washington, D.C.).
OIM	Office of Information Management (DPaW)
PDF	Portable Data Format – a file format for documents, which can be read by the Adobe Reader
Public	Views published offset information via the public website
Public Actor	A public actor is an actor who uses the system via the public offsets website.
Public application	The version of the system that is used by the public to view the contents of the Register
Register website	The internet website from which the public version of the application is launched.
Significant residual environmental impact	Are adverse environmental impacts likely to result from the implementation of a new development or activity, which cannot be avoided, minimised, rectified or reduced on-site such that they are no longer significant. (adapted from EPA Environmental Offsets – Biodiversity Guidance Statement No 19)
SLIP	Shared Land Information Platform (Landgate)
Viewer	An Internal Actor. Views published offset information.