

New EPBC Act Business Portal user guide

Part 1: Access and overview



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Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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1 Context

1.1 What the document covers

This document provides guidance on accessing the EPBC Act Business Portal. Part 1 of the guidance documents covers the following aspects:

- 1) Accessing the Business Portal
- 2) Creating an account and logging into the Business Portal
- 3) Accessing the dashboards

For more guidance on how to create and submit a new referral and managing a project, please refer to other guides.

1.2 Audience for this guidance document

This document is for:

- those who submit EPBC Referrals to the Department
- those who are project contacts for EPBC Referrals that are submitted to the Department.

2 Guidance

2.1 Accessing the EPBC Act Business Portal

- 1) The new EPBC Act Business Portal can be accessed <u>here</u>.
- 2) Select Sign in at the top-right to sign in or create an account.

Figure 1 Business portal home page

Australian Government Department of Agriculture, Water and the Environment	C Act Business Portal	
Guides and Resources		Q. Sign in
Welcome to the EPBC Ac Portal Using this Portal, you can: * Create a new account	t Business	
 Manage your existing according Start a new referral Access your dashboard wit applications and projects 	unt h all your	
Built for everyone	Easily refer your action	Track assessment progress
This Portal is for anyone who wants to take an action that will, or is likely to have a significant impact on matters of national environmental significance.	You can use the Portal to refer your action if you are uncertain about the impacts your project may have but want to be sure you are acting responsibly in accordance with the EPBC Act.	The Minister will use the information you provide to decide if your action needs Commonwealth Government approval and, if it does, what type of assessment will need to be done.
Identify significant impacts easily	Get help guidance	Pre-referral checklist

If your project has significant impacts to any matter that is protected by the EPBC Act, you can use the referral form to tell us about those impacts. This is called 'referring your action' to us. Any guidelines or policy documents relevant to completion of the referral form may also be taken into account by the Minister in making their decision, and proponents should address them relevant to their circumstances. Use our step by step pre-referral checklist to ensure that you have all you need when you're ready to start.

3) If you have an account already, you can enter your email address and password and sign in. If you do not have an account, you can create an account by selecting **Sign up**.

Figure 2 EPBC Business portal sign in page

	Australian Government	
	Department of Agriculture, Water and the Environment	
and the second	Email address *	
	Password *	
	Forgot your password? *indicates required Sign in	Revenue of
	Don't have an account? <u>Sign up</u> Read our <u>privacy policy.</u>	
and the		

2.2 Create an account

1) When you have selected **Sign up**, you will have to provide your preferred email address. Then select **Send verification code**.

Figure 3 EPBC Business portal sign up page

		Cancel X	
	Australian Government Department of Agriculture, Water and the Environment		A VA
	Sign up		- 1 K
ALL PR	Email address *		0
al and	*indicates required		16
	Send verification code		
	Read our <u>privacy policy.</u>		

2) A verification code will be sent to the email provided, from the Department of Agriculture Water and the Environment. Please look for an email from <u>msonlineservicesteam@microsoftonline.com</u>

Figure 4 Screen shot of verification email with verification code

Verify your email address	
Thanks for verifying yourcom.au account!	
Your code is: 796562	
Sincerely, Department of Agriculture Water and the Environment - Test Auth	
This message was sent from an unmonitored email address. Please do not reply to this message.	?

3) Type in the verification code provided and select **Submit**.

Figure 5 Code verification page

Cancel X Australian Government	
Water and the Environment	
A verification code has been sent to your inbox. Please copy it to the verification code field. Email address *	
Verification code *	
295351 *indicates required	
Submit Send new code	
Read our <u>privacy policy.</u>	

4) Create your account by providing a password, your first name and last name. Select **Create account**.

- 5) The password must be between 8-64 characters. The password must have at least 3 of the following:
- A lowercase letter
- An uppercase letter
- A digit
- A symbol

Figure 6 Account creation page

		Cancel 🗙
<u>i</u>	Australian Governmen Department of Agricultur Water and the Environme	it e, nt
Create a	an account	
Your email an account.	address is verified. You	can now create
Email addr	ess *	
Verificatio	n code *	
776913		
New passw	vord *	
Confirm ne	ew password *	
First name		
Last name		
*indicates re	quired	
Cr	eate account	
Read our <u>p</u>		

Once you have created an account, you will be able to see the **Dashboard** tab.



Figure 7 Dashboard accessible after successful log in

Identify significant impacts easily

environmental significance.

If your project has significant impacts to any matter that is protected by the EPBC Act, you can use the referral form to tell us about those impacts. This is called 'referring your action' to us. Any guidelines or policy documents relevant to completion of the referral form may also be taken into account by the Minister in making their decision, and proponents should address them relevant to their circumstances

are acting responsibly in accordance with the EPBC Act.

Get help guidance

action needs Commonwealth Government approval and, if it does, what type of assessment will need to be done.

Pre-referral checklist

Use our step by step pre-referral checklist to ensure that you have all you need when you're ready to start.

2.3 **Overview of Dashboard**

When you have successfully signed into your EPBC Business Portal account, you can access the Dashboard. The dashboard is the place where you can see your applications and your projects. Please note: You will have immediate access to see new projects you have submitted and existing projects where you are listed as a contact with the same email.

Figure 8 Applications and projects dashboards

Australian Government Department of Agriculture, Water and the Environment	EPBC Act I	Business Portal			
Guides and Resources Dashboard				Q, Megan Dati	
Dashboard					
< Back to Home					
Your applications Your projects]				
All your applications		la			
Filter view by Status	New application			Search Applications	۹
T ~	Application Number 1	Project Title	Status	Commenced On	
	01116	Example mining project for demonstration	Declared	22/03/2022	۲
Apply filter	01117	Second mining project for demonstration	Draft	22/03/2022	0

2.3.1 The Applications dashboard

The **applications** dashboard area lets you start new referral applications, progress them and submit them to the Department. You can also see the progress of any referral applications that you have commenced.

Figure 9 Applications dashboard area

Australian Government Department of Agriculture, Water and the Environment	EPBC Act I	Business Portal			
Guides and Resources Dashboard				Q, Megan Dalter	
Dashboard					
< Back to Home					
Your applications Your projects					
Your applications Your projects All your applications					
Your applications Your projects All your applications Filter view by Status	New application	D		Search Applications	٩
Your applications All your applications Filter view by Status T	New application	Project Title	Status	Search Applications Commenced On	٩
Your applications Your projects All your applications Filter view by Status T	New application Application Number 1 01116	Project Title Example mining project for demonstration	Status Declared	Search Applications Commenced On 22/03/2022	Q 0

The creation of a new application will be covered in a separate guidance document.

2.3.2 The Projects Dashboard

This is the dashboard that lets you see every project that has been submitted to the Department where you are registered as a project contact. In this dashboard, you will be able to see the general details of the project and a visual indicator of where your project is up to.

Figure 10 Projects dashboard

Australian Government Department of Agriculture, Water and the Environment	EPBC Ac	t Business Portal			
Guides and Resources Dashboard				Q, Megan D	atton •
Dashboard					
- Back to Home					
Your applications Your projects	1				
All your projects					
Filter by state	Le .		Sec	rch Projects	٩
T ~	EPBC Number	Project Title 🛧	Received Date	Status	
	2022/01057	Adelaide Wind Farm	16/03/2022	Availing Assess Decision	ment Approach
Filter by Status					
Filter by Status					

1) Select a project to see its summary. The summary page shows the project's name, EPBC number, assigned officer and its current status. There is also a visual indicator to show the progress and status of the project.

Figure 11 Project summary view

	Referral lodged: 16/03/2022 Assessment officer: Sue Radic	Status: Awaiting Assessment Approach Decision
	Summary Updates Related information	
Completed	Summary	
L Martine	Project Summary	
Completed	-	
Validation Completed Referral Decision Completed	-	
Validation Completed Referral Decision Completed Assessment Completed	De la	
Assessment Considered	Primary Jurisdiction *	
Validation Completed Referral Decision Completed Assessment Completed Approval Completed	Primary Jurisdiction * South Australia	
Validation Completed Referral Decision Completed Assessment Completed Approval Completed	Primary Jurisdiction * South Australia Industry Type *	

2) Select **Updates** (Figure 12). This view shows all notifications and emails between the project contacts and the Department related to this project.

Figure 12 Project updates view

2022/01057	Referral lodged: 16/03/2022 Asse		isment officer: Sue Radic		Status: Awaiting Assessment Approac Decision	
	Summary	plates Related informu	ition			
	Recent pr	oject updat	tes			
	Notifications					
Completed	Add comment				Search	٩
Referral Decision	Subject	Description	Date Created 4	Activity Status	Request Type From	
	Notification for Decision Outcome	Dear Proponent, This is a notification in regards t	22/03/2022 7:08 AM	Open		0
Completed	Notification for Decision Outcome	Dear Proposer, This is a notification in regards t	22/03/2022 7 08 AM	Open		0
Approval Completed	Notification for Decision Outcome	Dear Preparer, This is a notification in regards t	22/03/2022 7:07 AM	Open		0
Post Approval	Notification for Decision Outcome	Dear Proponent, This is a notification in regards t	22/03/2022 7 03 AM	Open		0
Artive	Notification for Decision Outcome	Dear Proposer, This is a notification in regards t	22/03/2022 7 02 AM	Open		0
Completed	Notification for	Dear Preparer, This is a	22/03/2022 7:02 AM	Open		

3) Select **Related information**(Figure 13). This is where you will be able to see any links, documents and linked referrals related to the project.

Figure 13 Project related information

	Referral lodged: 16/03/2022	Status: Awaiting Assessment Approact Decision		
	Summary Updates Ro	iated information		
	Related informat	tion		
	Project documents		142	
Completed			Search	٩
Referral Decision	Name 🛧	Descriptio	n Created On	
Configure	There are no records to display			
Assessment Completed				
Assessment Compared	Project links			
Assessment Computed Approval Computed	Project links.		Search	٩