

About this guide

This guide covers the steps to create an **Environmental Impact Assessment** application via the Environment (EIA) portal and submit it for review & approval (if required).

It also shows how to submit a **General Planning Enquiry**.

How to use this guide

This user guide contains:

- a summary or “cheat sheet” format of the instructions for quick reference, and
- detailed step-by-step instructions with screenshots.

Summary of the steps



Detailed instructions with screenshots






How to access the Environment Portal

The **Environmental Portal** is accessed via the Endeavour Energy **Enterprise Customer Portal**

For further information, refer to **User guide: How to access the Environment Portal (ASP 3)**

SUMMARY OF STEPS




Submit
General
Planning
Enquiry

1. Click  **Create** (navigation panel on left of screen)
2. Select **Environmental Impact Assessment**
3. The Create Environment Impact Assessment [case number] dialog box displays. *The system automatically assigns the next available case number.* Confirm your contact details (update if required) and click **Submit**. The **Successfully submitted** message confirms the information is saved
4. For an **enquiry**, select “**To amend or change scope for a project with an environmental approval**”. Additional questions then display.
5. **Describe your query** - this is a free text field. Enter the details of your planning enquiry.
6. **Upload PDF, JPEGs / supporting documentation** – drag and drop any file or files you want to include in your enquiry (you can also use “choose files” to browse to and select the relevant files). . Note that there is a delete icon (*if you have uploaded the incorrect attachment, delete the attachment and upload again*).
7. Click **Next** to save the information entered and proceed to the next screen.
8. The **Review** screen displays your responses. Note that the case type has changed to **General planning enquiry**. *If you need to **make any changes**, click **Back** to return to the previous screen, make the required changes and click Next.*
9. If the information in your enquiry is correct, click **Submit**.
10. A **Successfully submitted!** system message briefly displays at the bottom of the screen. The work status shows **Pending-Assessor Response**. The Input stage shows completed (green tick) and the case is now at the Assess stage.
11. Click  or  to return to your Home page.
12. Select the **Organisation applications** tab.
13. Your case is listed and has been routed to the Customer Network Solutions (CNS) team.

Save as draft


Retrieve draft
and submit or
withdraw






On any screen, you have the option to save your application as draft.

1. Click .
2. **Task saved** message briefly displays.
3. Click  to return to your Environmental Portal **Home** screen.
4. Select the **My Work** or the **Organisation applications** tab.
5. A draft application has the status OPEN. Click the **Case ID** to view the application.
6. Click  to open the application in edit mode.
7. Continue to complete the application.

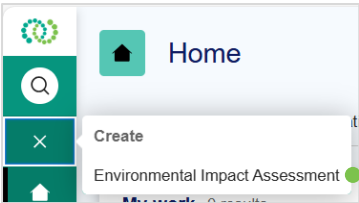
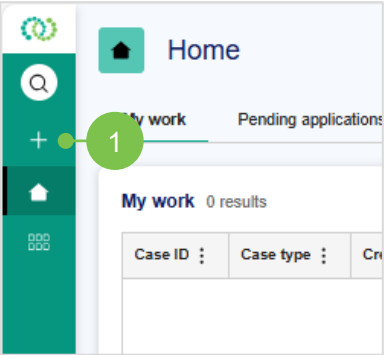
SUMMARY OF STEPS

Create an Environmental Impact Assessment and submit for review

1. Click  **Create** and select **Environmental Impact Assessment**
2. Confirm your contact details (update if required) and click **Submit**.
The **Successfully submitted** message confirms the information is saved
3. For an **environmental impact assessment** (EIA), select “**To commence an environmental approval for a project**”. Additional questions display based on your response.
4. Enter your **CAMS reference number** and click **Next** to save the information entered and proceed to the next screen.
5. Complete all **relevant** and **required** fields. A red asterisk * denotes a mandatory field or question.
6. **Supporting documentation or evidence** – drag and drop any file or files you want to include in your EIA application (you can also use “choose files” to browse to and select the relevant files). Note that there is a delete icon *(if you have uploaded the incorrect attachment, delete the attachment and upload again)*.
7. **Date** fields – enter the date or select from the calendar.
8. When you have completed all required fields, click **Next** to save the information entered and proceed to the next screen.
9. **Capture site details**. Use the **+** zoom in / **-** out icons to zoom to a location on the map or enter the site address.

Click  to select any additional **layers** that you want to apply (if available at your current zoom level). If there is **no address for your site location**, enter the address of a property which is closest or adjacent to your location. You can then click  to switch on the relevant layers to locate the assets and the exact site details.
Click  to use the sketch tools to select or draw the area on the map. *Single click creates a point where the line breaks (vertex) and double-click to finish the area.*
When you have identified the site location, click **Save Selection**. A **saved successfully** dialog box displays. Click **Close**.
Site description – enter a description of the site and site boundaries and click **Next**.
10. There are **multiple questions** and **screens** where you are prompted to **view** the zoning or impact, capture a screenshot of the evidence and answer related question(s). Click **View** (e.g. View Land Zoning) and click **Take Screenshot**. Click **Close** and then click **x** to close the dialog box.
11. There are **multiple screens** in your EIA application where you may be prompted to read and accept **mitigation measures**. These are standard mitigation measures and the **mandatory** mitigation measures are selected by default. **Comments** are not mandatory but can be entered if there is something unique / out of the ordinary that you want to highlight for your site.
12. When you have completed the screens from Environmental planning and Part A through to Part I, the next screen is **Declaration**. Read and **select the checkbox** for each declaration statement (**Declare that**). Select the relevant **response** to the last question and click **Next**.
13. The **Review** screen displays. Select a screen name if you want to review the information you entered at that specific step / screen. *If you need to **make any changes**, click **Back to return to the previous screen**, make the required changes and click **Next**.* If the information is correct, click **Submit**. A **Successfully submitted!** system message briefly displays at the bottom of the screen. The work status shows **Pending-Assessor Response**.
14. Click  or  to return to your Home page. Select the **Organisation applications** tab. Your case is listed and has been routed to the Customer Network Solutions (CNS) team.

Create – Environmental Impact Assessment



- 1. Click **+** (Create)
- 2. Select **Environmental Impact Assessment**

Create Environmental Impact Assessment (EIA-50025) — X

Organisation *

DESIGN NG PTY LTD

Name *

Nicola Evans

Email address *

njeve@gmail.com

Cancel

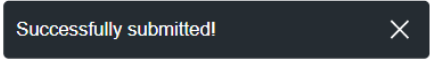
Submit

A red asterisk * denotes a mandatory field

The **Create Environment Impact Assessment** [case number] dialog box displays. *The system automatically assigns the next available case number.*

- 3. Confirm your contact details (**Name, Email Address**) and update if required.
- 4. Click **Submit**

Successfully submitted! system message displays at the bottom of the screen



i The **Successfully submitted** message confirms the information is saved

i As you have confirmed your contact details, the **Apply** stage shows completed (green tick) and the current lifecycle stage is **Input**

Environmental Impact Assessment
EIA-50025

Work Status: OPEN

Created: Nicola Evans now

Date created: 13 June 2025, 12:05 pm

Updated: Nicola Evans now

Details

Pulse

✓ Apply

Input

Assess

Approve

Post Approve

Completed

NE Input

Assigned to Nicola Evans • Task in EIA-50025 • Urgency 10

Environmental Planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require? *

☐ To amend or change scope for a project with an environmental approval

☐ To commence an environmental approval for a project

Discard

Save

Next

Environmental planning

Part A

Part B

Part C

Part D

Part E

Part F

Part G

Part H

Part I

Declarati

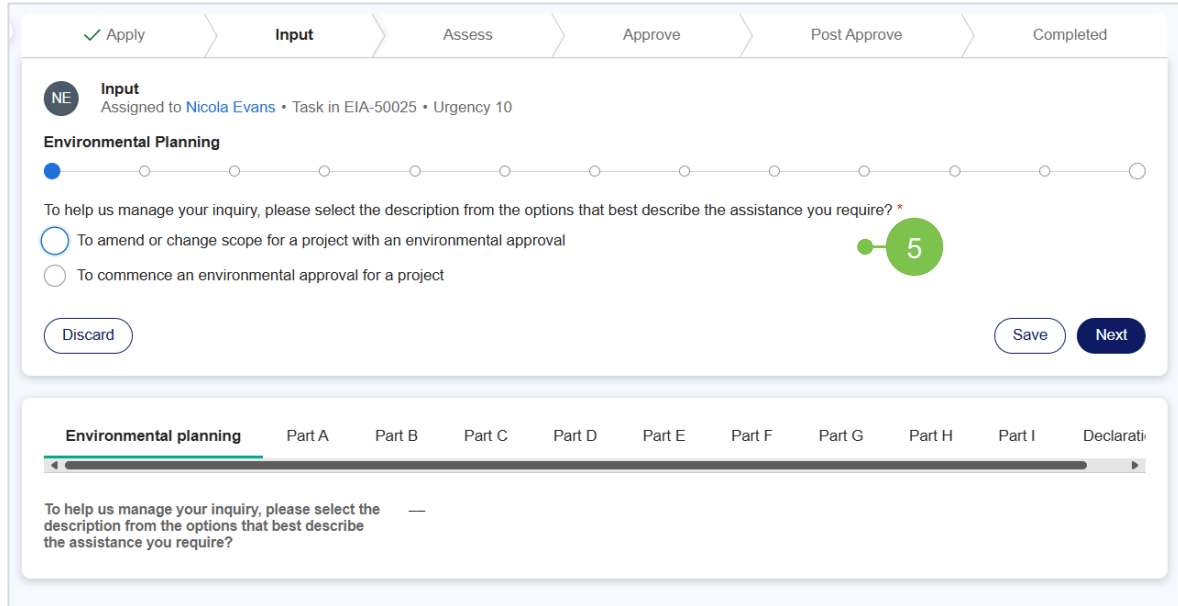
To help us manage your inquiry, please select the description from the options that best describe the assistance you require? *

The first screen to complete is **Environmental Planning**

All screens (steps) are listed in the lower section of the screen

5. For the question **(To help us manage your inquiry...)** - select the relevant response:

- **To amend or change scope for a project with an environmental approval** – follow the steps below to submit a **General Planning Enquiry**
- **To commence an environmental approval for a project** – follow the steps detailed on [page 8](#) to 17 to submit an **Environmental Impact Assessment**



✓ Apply > **Input** > Assess > Approve > Post Approve > Completed

Input
Assigned to Nicola Evans • Task in EIA-50025 • Urgency 10

Environmental Planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require? *

☒ To amend or change scope for a project with an environmental approval

☐ To commence an environmental approval for a project

Discard Save Next

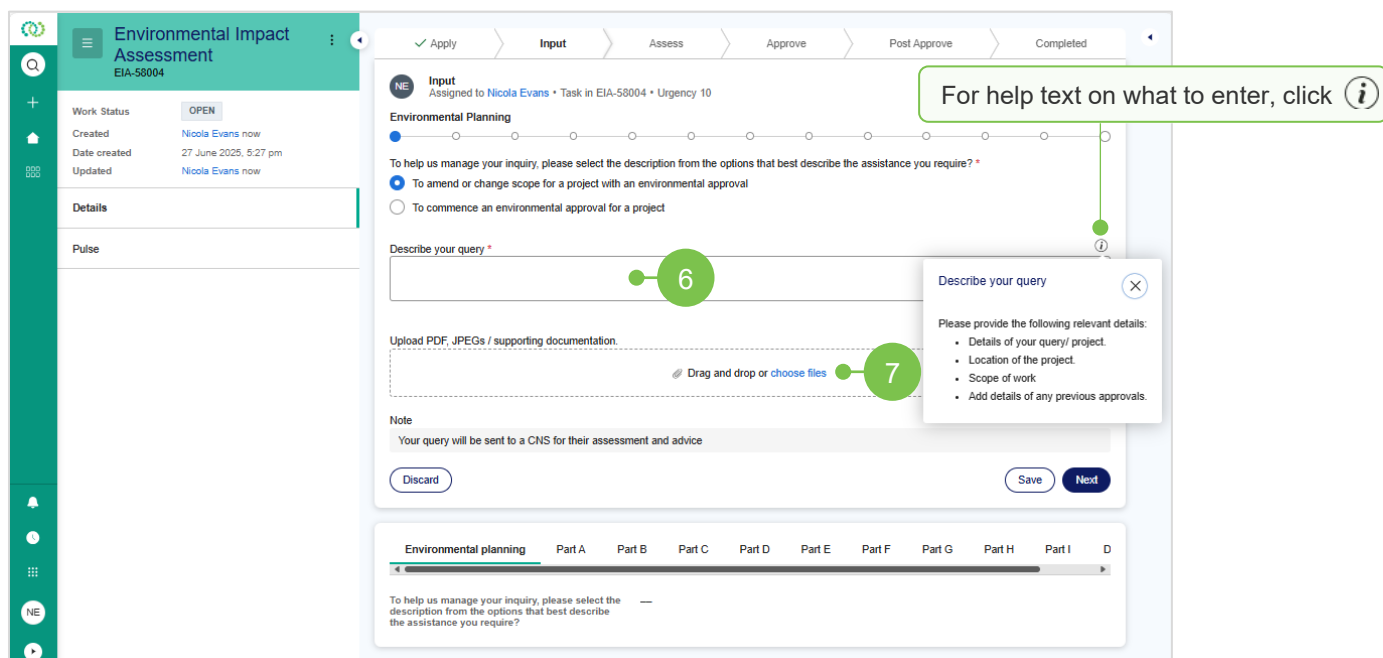
Environmental planning | Part A | Part B | Part C | Part D | Part E | Part F | Part G | Part H | Part I | Declarati

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?

General Planning Enquiry

Additional questions display (based on your response in step 5)

- 6. Describe your query** - this is a free text field. Enter the details of your planning enquiry.
- 7. Upload PDF, JPEGs / supporting documentation** – drag and drop any file or files you want to include in your enquiry (you can also use “choose files” to browse to and select the relevant files).



Environmental Impact Assessment
EIA-50004

Work Status: OPEN
Created: Nicola Evans now
Date created: 27 June 2025, 5:27 pm
Updated: Nicola Evans now

Details
Pulse

✓ Apply > **Input** > Assess > Approve > Post Approve > Completed

Input
Assigned to Nicola Evans • Task in EIA-50004 • Urgency 10

Environmental Planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require? *

☒ To amend or change scope for a project with an environmental approval

☐ To commence an environmental approval for a project

Describe your query *

Upload PDF, JPEGs / supporting documentation.
Drag and drop or choose files

Note
Your query will be sent to a CNS for their assessment and advice

Discard Save Next

Environmental planning | Part A | Part B | Part C | Part D | Part E | Part F | Part G | Part H | Part I | D

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?

For help text on what to enter, click (i)

Describe your query

Please provide the following relevant details:

- Details of your query/ project.
- Location of the project.
- Scope of work
- Add details of any previous approvals.

General Planning Enquiry (continued)

Apply > **Input** > Assess > Approve > Post Approve > Completed

NE Input
Assigned to Nicola Evans • Task in EIA-58004 • Urgency 10

Environmental Planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require? *

☒ To amend or change scope for a project with an environmental approval

☐ To commence an environmental approval for a project

Describe your query *

My query is xxxxxx
The project location is xxx
My previous approval was xyz dated dd.mm.yyyy and my contact was ABC

114 of 3000

Upload PDF, JPEGs / supporting documentation.

Drag and drop or [choose files](#)

Site Details.png
Uploaded successfully

Note
Your query will be sent to a CNS for their assessment and advice

Discard Save **Next**

i If you click **Save** on this screen, your case is saved as a draft and can be accessed again via your **Organisation applications** tab. The case type still show as Environment Impact Assessment (it does not change to General Planning Enquiry until you click Next to proceed to the next screen (step 8))

The attached document(s) is listed. Note that there is a delete icon (if you have uploaded the incorrect attachment, delete the attachment and upload again).

8. Click **Next** to save the information entered and proceed to the next screen

9. The **Review** screen displays your responses. If you need to **make any changes**, click **Back** to return to the previous screen, make the required changes and click Next.

10. If the information in your enquiry is correct, click **Submit**

i Note that the case type has changed to **General planning enquiry**

General planning enquiry
EIA-58004

Work Status **OPEN**

Created Nicola Evans 7 minutes ago
Date created 27 June 2025, 5:27 pm
Updated Nicola Evans now

Details

Pulse

Apply > **Input** > Assess > Approve > Post Approve > Completed

NE Input
Assigned to Nicola Evans • Task in EIA-58004 • Urgency 10

Review Application

Review

Environmental planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?

To amend or change scope for a project with an environmental approval

Describe your query
My query is xxxxxx
The project location is xxx
My previous approval was xyz dated dd.mm.yyyy and my contact was ABC

Upload PDF, JPEGs / supporting documentation.

Site Details.png

Note
Your query will be sent to a CNS for their assessment and advice

Discard Back **Submit**

Environmental planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?

To amend or change scope for a project with an environmental approval

Describe your query
My query is xxxxxx
The project location is xxx
My previous approval was xyz dated dd.mm.yyyy and my contact was ABC

Upload PDF, JPEGs / supporting documentation.

Site Details.png

Note
Your query will be sent to a CNS for their assessment and advice


Successfully submitted!


General Planning Enquiry (continued)

A **Successfully submitted!** system message briefly displays at the bottom of the screen.

The work status shows **Pending-Assessor Response**.

11. Click  or  to return to your Home page

 The Input stage shows completed (green tick) and the case is now at the **Assess** stage



General planning enquiry
EIA-58004

Work Status

PENDING-ASSESSOR RESPONSE

Created
Nicola Evans 8 minutes ago

Date created
27 June 2025, 5:27 pm

Updated
Nicola Evans now

Details

Pulse

✓ Apply

✓ Input

Assess

Approve

Post Approve

Completed

Assignments 1

Assessor Response

Assigned to EE@CNS • Task in EIA-58004 • Urgency 10

Environmental planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?

Describe your query

My query is xxxxx

The project location is xxx

My previous approval was xyz dated dd.mm.yyyy and my contact was ABC

Upload PDF, JPEGs / supporting documentation.

Site Details.png


To amend or change scope for a project with an environmental approval

Note

Your query will be sent to a CNS for their assessment and advice

Successfully submitted!

12. Select the **Organisation applications** tab
13. Your case is listed and has been routed to the Customer Network Solutions (CNS) team



Home

My work

Pending applications

Organisation applications

Conditionally approved applications

Organisation applications 6 results

Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status	Current application owner	Current application owner team	Current application
Submitted by: Nicola Evans (6)								
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER PTY LTD	—	PENDING-ASSESSOR RESPONSE	—	CNS	CNS queue
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER PTY LTD	—	PENDING-INVESTIGATION	—	default	Support Request
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER PTY LTD	—	RESOLVED-CANCELLED	—	—	—
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER PTY LTD	—	RESOLVED-CANCELLED	—	—	—
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESIGNER PTY LTD	—	NEW	Nicola Evans	Default	—
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DESIGNER PTY LTD	—	OPEN	Nicola Evans	Default	—

Environmental Impact Assessment

A red asterisk * denotes a mandatory field / question

When you select “**To commence an environmental approval for a project**”, the next question displays:

6. **CAMS reference number** – enter your CAMS reference number (project ID)

7. Click **Next** to save the information entered and proceed to the next screen

Successfully submitted! system message displays at the bottom of the screen

Environmental Impact Assessment
EIA-58005

Work Status: OPEN

Created: Nicola Evans now

Date created: 27 June 2025, 5:38 pm

Updated: Nicola Evans now

Details

Pulse

Apply > **Input** > Assess > Approve > Post Approve > Completed

Input

Assigned to Nicola Evans • Task in EIA-58005 • Urgency 10

Environmental Planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require? *

☐ To amend or change scope for a project with an environmental approval

☒ To commence an environmental approval for a project

CAMS reference number *

SUB-12345

Discard

Save

Next

Environmental planning

Part A

Part B

Part C

Part D

Part E

Part F

Part G

Part H

Part I

Declaration

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?

Successfully submitted!

i

The Successfully submitted message displays when you click Next as the information is auto-saved (you do not have to click Save and then Next to continue to the next screen)

The next screen displays

i The steps (i.e. screens to complete) are displayed below the current stage (Input). This example shows the current screen is Part A

Environmental Impact Assessment
EIA-58005

Work Status: OPEN

Created: Nicola Evans 7 minutes ago

Date created: 27 June 2025, 5:38 pm

Updated: Nicola Evans 4 minutes ago

Project Number: SUB12345

Details

Pulse

Apply > **Input** > Assess > Approve > Post Approve > Completed

Project information

Assigned to Nicola Evans • Task in EIA-58005 • Urgency 10

Part A

Project details

Project or work Name *

Is the approximate project value more than \$5 million? *

Yes No

Description of project or work *

0 of 3000

Project justification *

0 of 3000

Design *

Drag and drop or choose files

Site photos *

Drag and drop or choose files

i You can click **Save** on any screen in your application, to save your EIA case as a draft. It is saved under the **Organisation applications** tab on your Home screen (with status OPEN)

Page 8 4/08/2025

Environmental Impact Assessment (continued)

8. Complete all **relevant** and **required** fields. A red asterisk * denotes a mandatory field or question

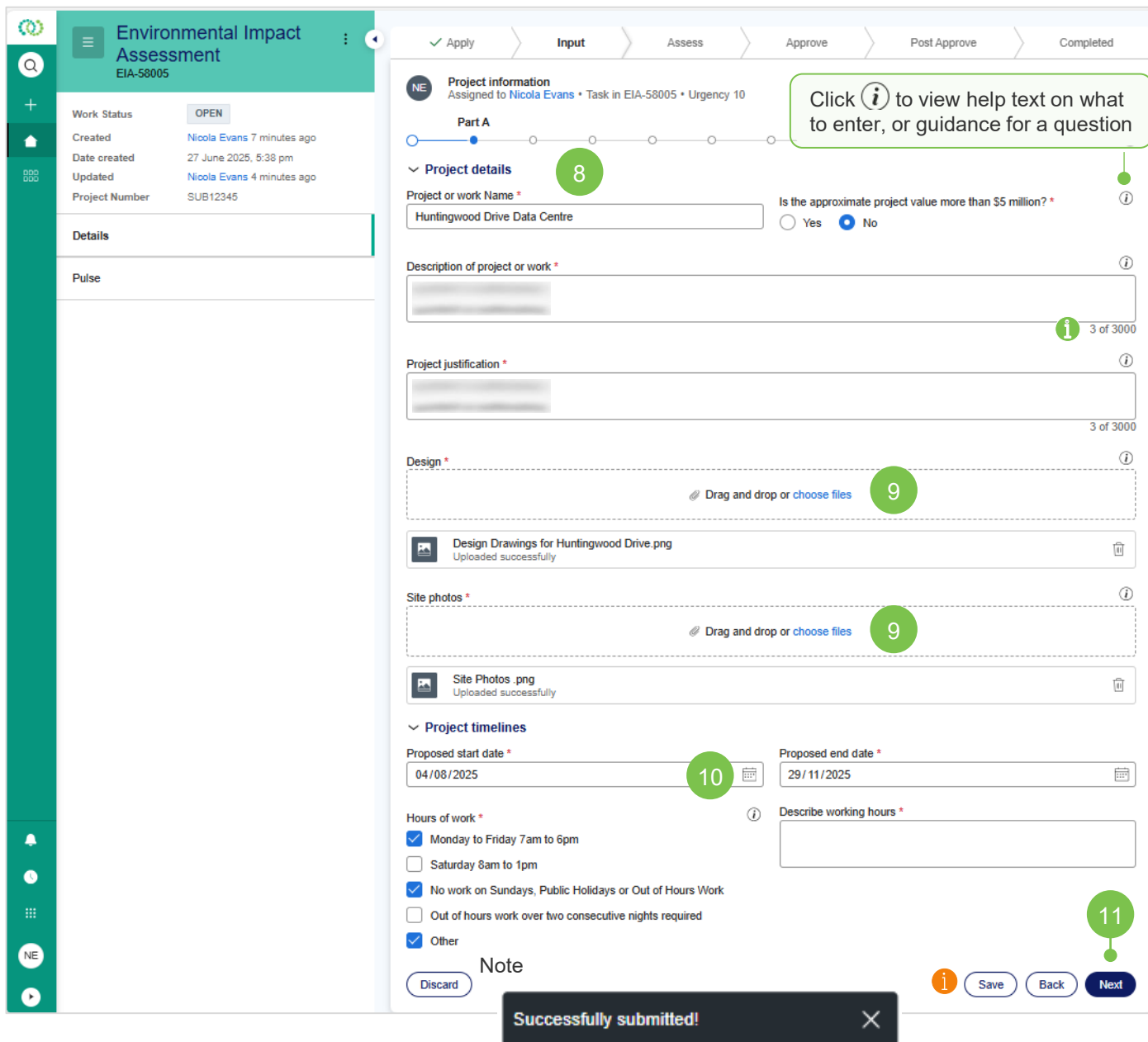
i Free text fields (e.g. *Description of project or work and Project Justification*) show the number of characters you've entered, and the maximum allowed

9. **Supporting documentation** – drag and drop any file or files you want to include in your application (*you can also use “choose files” to browse to and select the relevant files*).

The attached document(s) is listed below the question / field. Note that there is a delete icon (*if you have uploaded the incorrect attachment, delete the attachment and upload again*).

Note that HEIC image (iOS Live photos) are **NOT** supported.

10. **Date** fields – enter the date or select from the calendar



The screenshot displays the 'Environmental Impact Assessment' form for EIA-58005. The form is divided into several sections, each with a progress indicator (1-11). The sections are:

- Project information**: Assigned to Nicola Evans • Task in EIA-58005 • Urgency 10
- Part A**: Progress indicator 8
- Project details**:
 - Project or work Name *: Huntingwood Drive Data Centre
 - Is the approximate project value more than \$5 million? *: Yes (radio button), No (radio button)
 - Description of project or work *: 3 of 3000 characters
 - Project justification *: 3 of 3000 characters
 - Design *: Drag and drop or choose files (9)
 - Design Drawings for Huntingwood Drive.png: Uploaded successfully
 - Site photos *: Drag and drop or choose files (9)
 - Site Photos.png: Uploaded successfully
- Project timelines**:
 - Proposed start date *: 04/08/2025 (10)
 - Proposed end date *: 29/11/2025
 - Hours of work *:
 - Monday to Friday 7am to 6pm (checked)
 - Saturday 8am to 1pm (unchecked)
 - No work on Sundays, Public Holidays or Out of Hours Work (checked)
 - Out of hours work over two consecutive nights required (unchecked)
 - Other (checked)
 - Describe working hours *: 11
- Note**: Discard button
- Buttons**: Save, Back, Next
- Message**: Successfully submitted!

11. When you have completed all required fields, click **Next**

The **Successfully submitted** message confirms the information is saved and the next screen displays

Environmental Impact Assessment (continued)


Capture site details

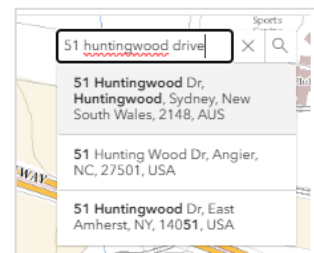
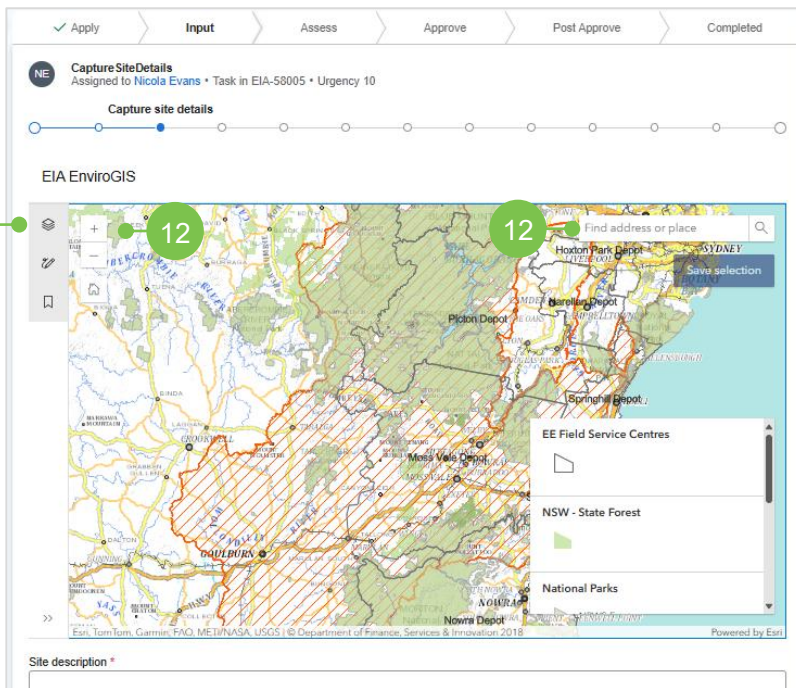
The next screen is **Capture site details**.


12. Use the **+** zoom in / **-** out icons to zoom to a location on the map, or enter the site address

Specific layers have been automatically applied. All layers have not been set to default as this may impact ArcGIS system performance.

13. Click  to select any additional **layers** that you want to apply (if available at your current zoom level).

If there is **no address for your site location**, enter the address of a property which is closest or adjacent to your location. You can then click  to switch on the relevant layers to locate the assets and the exact site details.




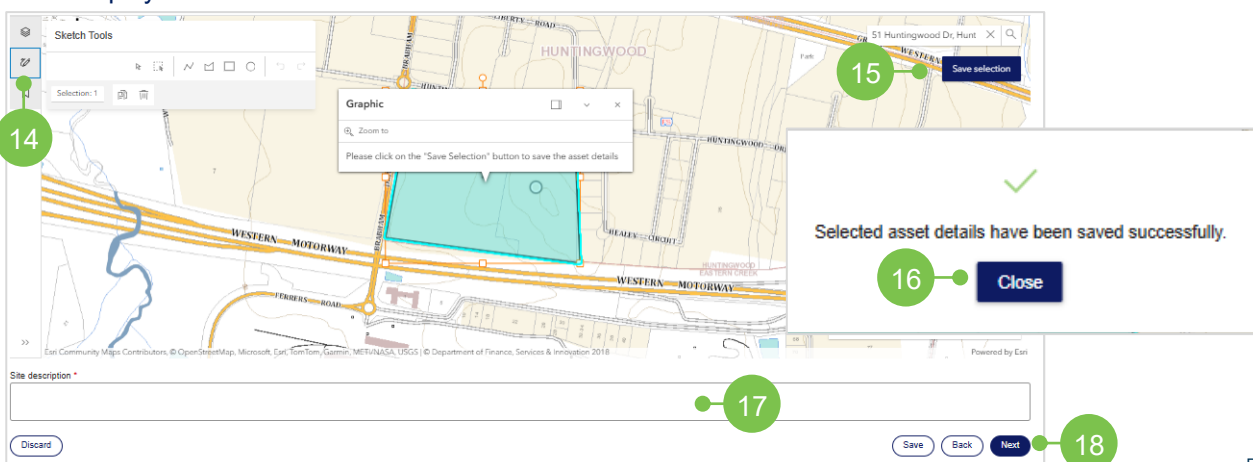
14. Click  to use the sketch tools to select or draw the area on the map. Single click creates a point where the line breaks (vertex) and double-click to finish the area.

15. When you have identified the site location, click  (top right of map, the save icon is not in the Graphic dialog box).

16. A **saved successfully** dialog box displays. Click .

17. **Site description** – enter a description of the site and site boundaries.

18. Click  to save the information and proceed to the next screen. **Successfully submitted** message displays.



Environmental Impact Assessment (continued)

View zoning / View impact

There are **multiple questions** and **screens** where you are prompted to **view** the zoning or impact or classification, capture a screenshot of the evidence and answer related question(s). This example shows Land Zoning on Part B screen.



19. Click **View ...** – in this example **View Land zoning**

20. The relevant layers are automatically applied. Click  if you want to view the layers that have been applied.

21. The site area is marked in orange. Change the zoom setting on the map, if required. You can also click on a location to see more details.

22. Click **Take screenshot**

23. A message confirms the screenshot was taken successfully. Click **Close** and then click **x** to close the map dialog box.

 Remember that you can click  to view additional information. This also includes links to policy documents, external websites etc.

Environmental Impact Assessment (continued)

Mitigation measures

Based on your responses, there are **multiple screens** in your EIA application where you may be prompted to read and accept **mitigation measures**.

- 24. These are standard mitigation measures and the **mandatory** mitigation measures are selected by default. Use **CTRL + F** if you want to search for a specific mitigation measure using a key word.
- 25. **Comments** are not mandatory but can be entered if there is something unique / out of the ordinary that you want to highlight for your site.

Consultation mitigation measures

Accept mitigation measures

Select	Mitigation Measures	Comments
<input checked="" type="checkbox"/>	Endeavour Energy and ASP activities may potentially affect the community through changes to traffic and pedestrian flow, increases to noise and vibration, accidental releases, visual amenity impacts or changes to electromagnetic interference (EMI). Effective engagement with the community, businesses, councils and other relevant groups assists in managing community expectations and operations. Endeavour Energy's Communications Team on the requirement for a Communication Engagement Plan or equivalent before work commences. If an activity is likely to have more than a minimal impact (e.g. blocking access, significantly changing visual amenity), and there is an opportunity for the community to be involved in the route or site selection, then additional community consultation should be considered.	
<input checked="" type="checkbox"/>	Provide impacted stakeholders with the following information: <ul style="list-style-type: none"> Proposed commencement date and anticipated duration of the works. details of any impact on access to driveways and/or residences/businesses; and 24-hour contact details for the project manager or other appropriate contact person. 	
<input checked="" type="checkbox"/>	All contractors' (and any sub-contractors') personnel employed for the works shall maintain a tidy appearance and exercise courtesy in all dealings with the public.	
<input checked="" type="checkbox"/>	All complaints and compliments shall be addressed in accordance with Endeavour Energy's Customer Complaints Handling procedures.	
<input checked="" type="checkbox"/>	All landowners within or adjacent to the worksite (adjacent lands) will be notified in writing 7 to 14 days prior to the commencement of construction works. Notification will include: <ul style="list-style-type: none"> Proposed commencement date. Brief scope of works. Anticipated duration of the works. 24-hour contact details of the project manager or other appropriate contact person in the event of any complaints; and Details on proposed blocking or impairing access to driveways and/or residences/businesses (if any). Evidence of this notification must be stored on the project file. This notification will be required in addition to any notification carried out during the preparation of this SER.	
<input checked="" type="checkbox"/>	Signage is to be erected in an appropriate position at the work site. This signage is to contain the following details: <ul style="list-style-type: none"> Name of the Principal Contractor and the Contractor's licence number. Name of the Site/Project Manager (i.e. the person in charge of/responsible for the worksite) and a phone number at which this person can be reached during work hours and after hours. Unauthorised entry to the worksite is prohibited The signage is to be installed prior to construction commencing, maintain throughout construction and removed at the completion of works.	
<input checked="" type="checkbox"/>	Works cannot commence on the properties (where required) until an agreement has been reached with the landowner. This agreement must be in writing and can be in the form of a Deed, licence, or the registered easement documentation.	
<input checked="" type="checkbox"/>	Any required electricity outage should be notified to the affected customers in accordance with NECF (National Energy Customer Framework) requirements.	
<input type="checkbox"/>	All access through, or work within any private property shall be undertaken with minimum inconvenience to the owner/occupier. Residences or associated buildings shall not be entered, except under exceptional circumstances.	
<input type="checkbox"/>	Should temporary storage compounds be required on private land, written permission of the owners must be sought prior to establishing the storage compound or stockpiles on their land. These compounds or stockpiles must not be established until a formal agreement has been entered into with the owners.	

Discard

SaveBackNext

Note that on some screens, there may be additional questions and further mitigation measures **below** the first Accept Mitigation Measure section (the example screenshot below is on the Part D screen)

☐ Consider use of a water truck or street sweeper during dry weather and install dust barriers on fences and gates.

Will the project or work result in the generation of any spoil or waste materials?

☐ Yes
 ☐ No

Cannot be blank

Discard

SaveBackNext

Environmental planning
 Part A
 Part B
 Part C
 Part D
 Part E
 Part F
 Part G
 Part H
 Part I
 Declaration

Environmental Impact Assessment *(continued)*

Note that on any screen in the Environmental Impact Assessment, you can select a tab in the lower section of the screen to view the responses you entered.

If you need to make any changes, click **Back** to go back to each previous screen.

When you have made the changes, click **Next** to save & proceed through each screen to return to your current screen.

i Select a tab to view the details you entered on that specific screen. The details display in the lower section of the screen.

i You can also select an **impact** section (from the list on the left of the screen) to view the screenshot you captured.

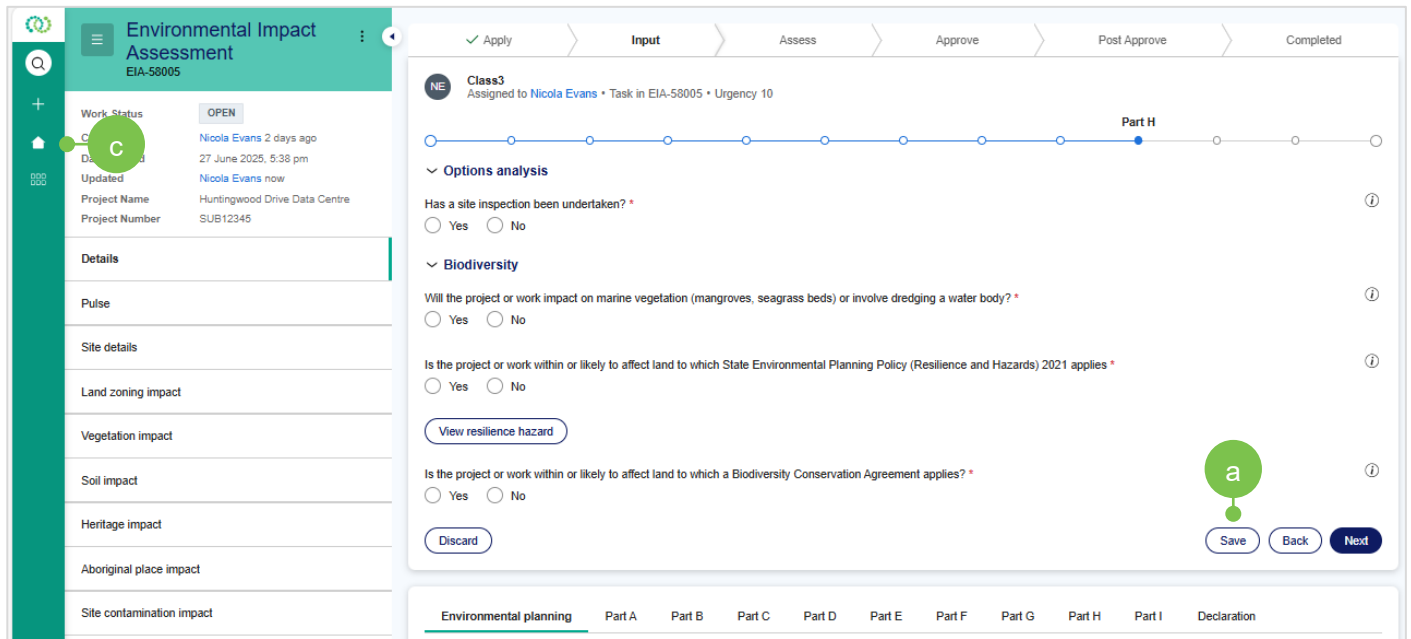
i Select **Details** to return to the tab (screen) format in the lower section of the screen

Environmental Impact Assessment (continued)

Save as draft

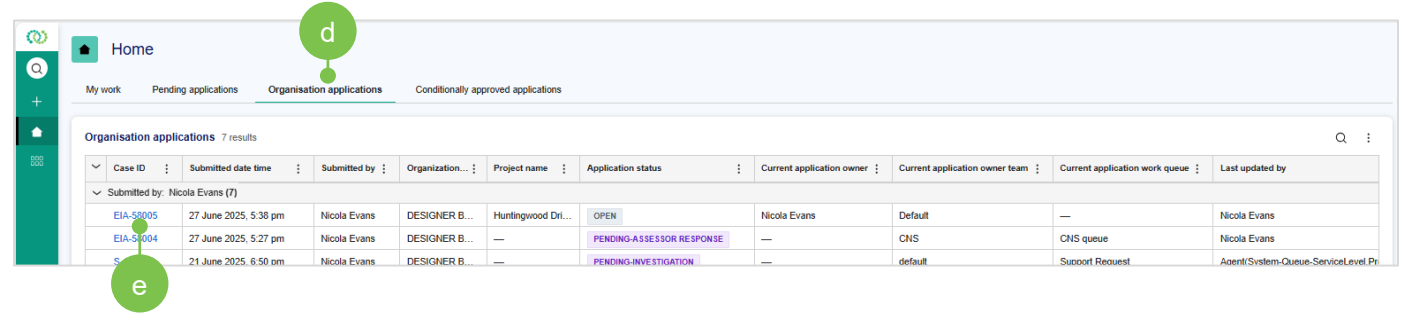
On any screen, you have the option to **save** your application i.e. **save as draft**.

- a. Click **Save**
- b. **Task saved** message briefly displays
- c. Click  to return to your Environmental Portal **Home** screen.



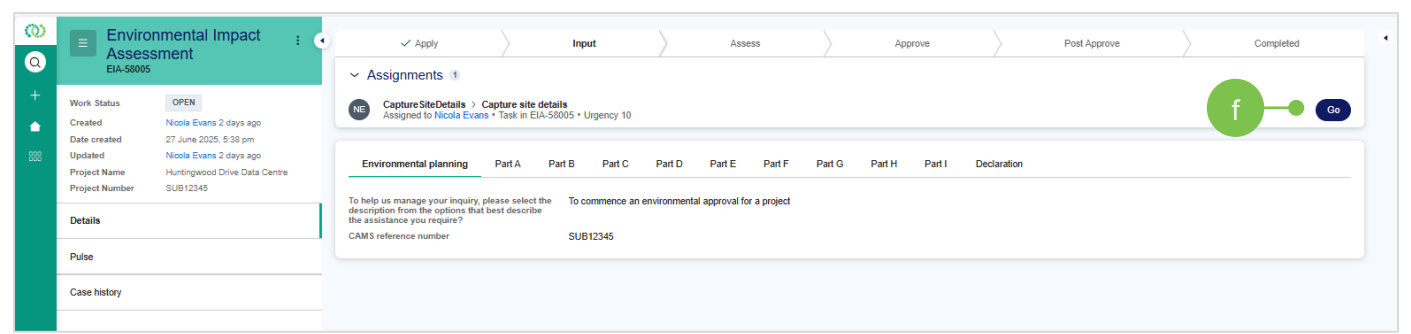
The screenshot shows the 'Environmental Impact Assessment' form for EIA-58005. The 'Input' stage is active. The form includes sections for 'Options analysis' and 'Biodiversity'. A 'Save' button is highlighted with a green circle 'a'. A 'Task saved' message is shown below the form with a green circle 'b'.

- d. Select the **Organisation applications** tab
- e. A draft application has the status **OPEN**. Click the **Case ID** to view the application.



The screenshot shows the 'Organisation applications' tab. A table lists applications with columns for Case ID, Submitted date time, Submitted by, Organization, Project name, Application status, Current application owner, Current application owner team, Current application work queue, and Last updated by. The 'OPEN' status is highlighted with a green circle 'd'. The 'Case ID' column is highlighted with a green circle 'e'.

- f. Click **Go** to open the application in edit mode



The screenshot shows the 'Environmental Impact Assessment' form for EIA-58005. The 'Input' stage is active. The 'Go' button is highlighted with a green circle 'f'.

Environmental Impact Assessment (continued)

Declaration

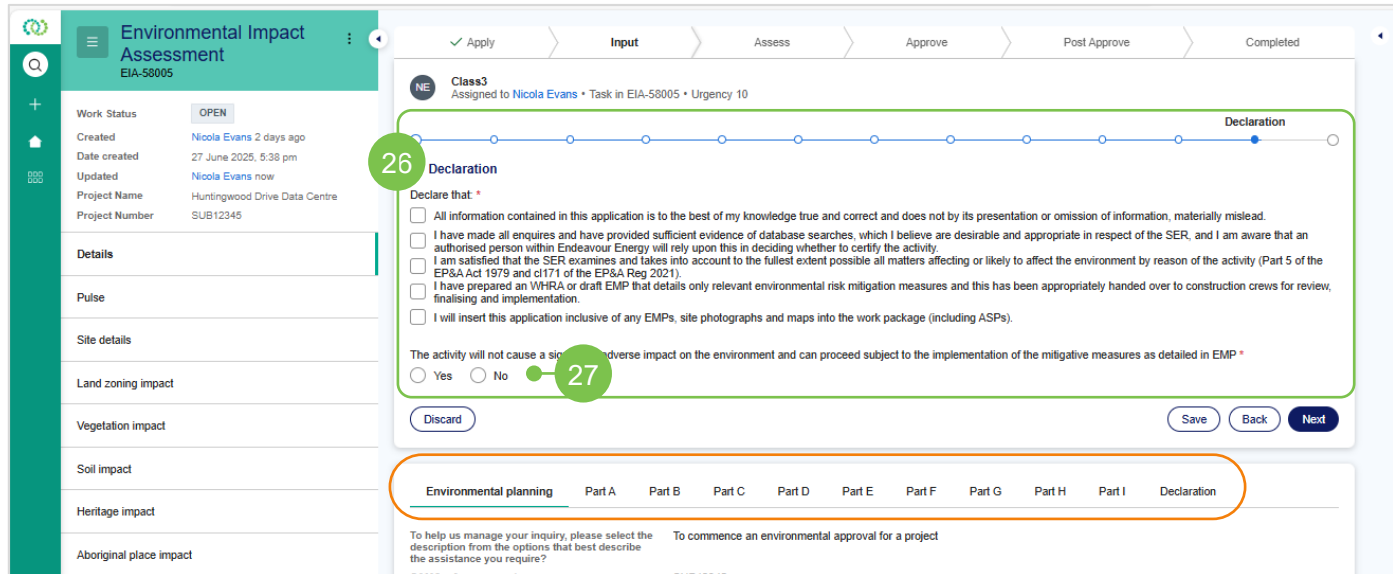
When you have completed the screens from Environmental planning and Part A through to Part I, the next screen is **Declaration**

26. Read and **select the checkbox** for each declaration statement (**Declare that**)

27. Select the relevant **response** to the last question

28. Click **Next**

Successfully submitted! system message displays at the bottom of the screen



Environmental Impact Assessment
EIA-58005

Work Status: OPEN

Created: Nicola Evans 2 days ago
Date created: 27 June 2025, 5:38 pm
Updated: Nicola Evans now
Project Name: Huntingwood Drive Data Centre
Project Number: SUB12345

Details

Pulse

Site details

Land zoning impact

Vegetation impact

Soil impact

Heritage impact

Aboriginal place impact

Declaration

Class3
Assigned to Nicola Evans • Task in EIA-58005 • Urgency 10

26 **Declaration**

Declare that: *

- ☐ All information contained in this application is to the best of my knowledge true and correct and does not by its presentation or omission of information, materially mislead.
- ☐ I have made all enquires and have provided sufficient evidence of database searches, which I believe are desirable and appropriate in respect of the SER, and I am aware that an authorised person within Endeavour Energy will rely upon this in deciding whether to certify the activity.
- ☐ I am satisfied that the SER examines and takes into account to the fullest extent possible all matters affecting or likely to affect the environment by reason of the activity (Part 5 of the EP&A Act 1979 and cl171 of the EP&A Reg 2021).
- ☐ I have prepared an WHRA or draft EMP that details only relevant environmental risk mitigation measures and this has been appropriately handed over to construction crews for review, finalising and implementation.
- ☐ I will insert this application inclusive of any EMPs, site photographs and maps into the work package (including ASPs).

The activity will not cause a significant adverse impact on the environment and can proceed subject to the implementation of the mitigative measures as detailed in EMP *

☐ Yes ☐ No

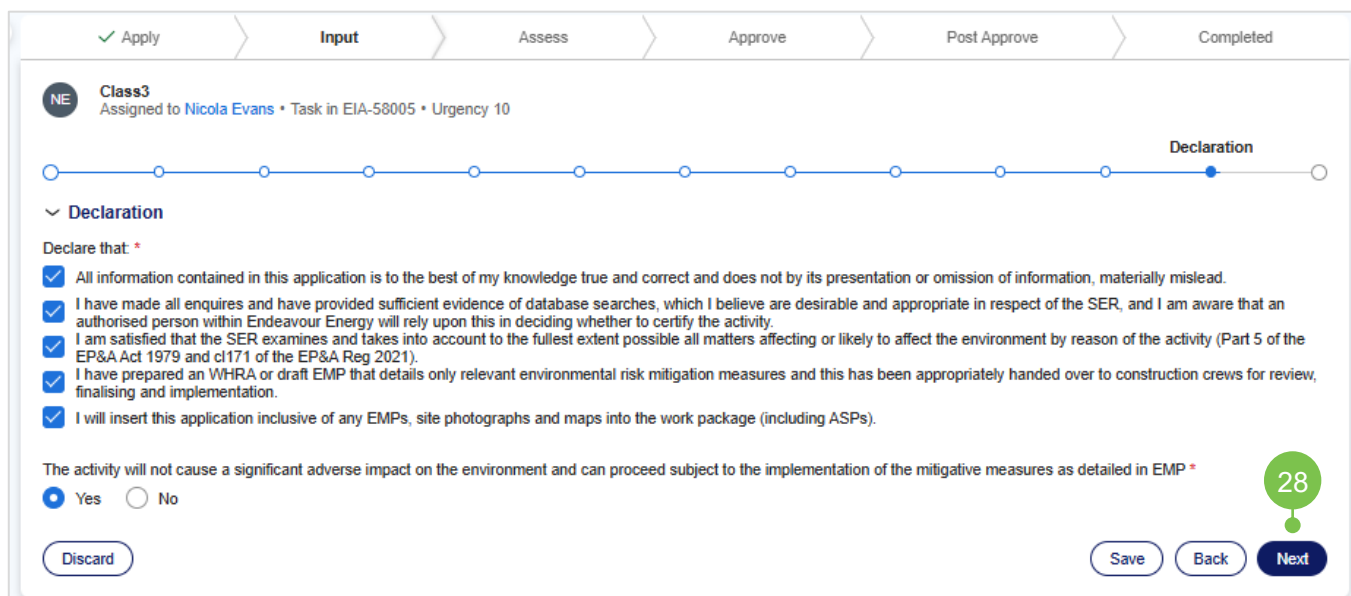
27

Discard Save Back Next

Environmental planning Part A Part B Part C Part D Part E Part F Part G Part H Part I Declaration

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?

CAMS reference number: SUB12345



Environmental Impact Assessment
EIA-58005

Work Status: OPEN

Created: Nicola Evans 2 days ago
Date created: 27 June 2025, 5:38 pm
Updated: Nicola Evans now
Project Name: Huntingwood Drive Data Centre
Project Number: SUB12345

Details

Pulse

Site details

Land zoning impact

Vegetation impact

Soil impact

Heritage impact

Aboriginal place impact

Declaration

Class3
Assigned to Nicola Evans • Task in EIA-58005 • Urgency 10

28 **Declaration**

Declare that: *

- ☒ All information contained in this application is to the best of my knowledge true and correct and does not by its presentation or omission of information, materially mislead.
- ☒ I have made all enquires and have provided sufficient evidence of database searches, which I believe are desirable and appropriate in respect of the SER, and I am aware that an authorised person within Endeavour Energy will rely upon this in deciding whether to certify the activity.
- ☒ I am satisfied that the SER examines and takes into account to the fullest extent possible all matters affecting or likely to affect the environment by reason of the activity (Part 5 of the EP&A Act 1979 and cl171 of the EP&A Reg 2021).
- ☒ I have prepared an WHRA or draft EMP that details only relevant environmental risk mitigation measures and this has been appropriately handed over to construction crews for review, finalising and implementation.
- ☒ I will insert this application inclusive of any EMPs, site photographs and maps into the work package (including ASPs).

The activity will not cause a significant adverse impact on the environment and can proceed subject to the implementation of the mitigative measures as detailed in EMP *

☒ Yes ☐ No

Discard Save Back Next

Environmental planning Part A Part B Part C Part D Part E Part F Part G Part H Part I Declaration

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?

CAMS reference number: SUB12345

Successfully submitted!

Environmental Impact Assessment (*continued*)

Review Application

29. The last step in the **Input** stage is **Review Application**. Select a screen name if you want to review the information you entered at that specific step / screen.

You can also click **Back** if you want to return to each previous screen and check your responses. Then click **Next** to proceed through each screen, until you reach this screen again.

30. If no changes are required, click **Submit** to submit your EIA application.

The screenshot shows the 'Environmental Impact Assessment' application interface. On the left is a sidebar with a search icon, a menu icon, and a list of project details including 'Work Status' (OPEN), 'Created' (27 June 2025, 5:38 pm), 'Updated' (Nicola Evans now), 'Project Name' (Huntingwood Drive Data Centre), and 'Project Number' (SUB12345). The main content area shows a progress bar with steps: Apply, Input, Assess, Approve, Post Approve, and Completed. The 'Input' stage is highlighted, and a green circle with the number 29 indicates the current step. Below the progress bar, there are two sections for 'Review' and 'Assess'. The 'Review' section has a dropdown menu with options: Environmental planning, Part A, Part B, Part C, Part D, Part E, Part F, Part G, Part H, Part I, and Declaration. The 'Assess' section has a dropdown menu with options: Environmental planning, Part A, Part B, Part C, Part D, Part E, Part F, Part G, Part H, Part I, and Declaration. The 'Review' section is currently selected, and the 'Assess' section is also visible. The 'Review' section has a text input field for 'To help us manage your inquiry, please select the description from the options that best describe the assistance you require?' and a 'CAMs reference number' field with the value 'SUB12345'. There are 'Discard', 'Back', and 'Submit' buttons at the bottom of the 'Review' section.

Successfully submitted! system message displays at the bottom of the screen

The relevant status is shown (e.g. **PENDING – ASSESSMENT**). The Input stage changes to completed (green tick) and the application is now at **Assess** stage.

The submission is routed for review. The assigned group is displayed in the **Assignments** section of your application.

31. Click or to return to your Home page

The screenshot shows the 'Environmental Impact Assessment' application interface. On the left is a sidebar with a search icon, a menu icon, and a list of project details including 'Work Status' (PENDING-ASSESSMENT), 'Created' (27 June 2025, 5:38 pm), 'Updated' (Nicola Evans now), 'Project Name' (Huntingwood Drive Data Centre), and 'Project Number' (SUB12345). The main content area shows a progress bar with steps: Apply, Input, Assess, Approve, Post Approve, and Completed. The 'Assess' stage is highlighted, and a green circle with the number 31 indicates the current step. Below the progress bar, there is an 'Assignments' section with a dropdown menu showing 'Assess Application' assigned to 'EE@CNS' with a task in EIA-58005, due in 3 days, and urgency 10. The 'Assess' section has a dropdown menu with options: Environmental planning, Part A, Part B, Part C, Part D, Part E, Part F, Part G, Part H, Part I, and Declaration. The 'Assess' section is currently selected, and the 'Review' section is also visible. The 'Assess' section has a text input field for 'To help us manage your inquiry, please select the description from the options that best describe the assistance you require?' and a 'CAMs reference number' field with the value 'SUB12345'. There are 'Discard', 'Back', and 'Submit' buttons at the bottom of the 'Assess' section. A dark grey toast message 'Successfully submitted!' is displayed at the bottom of the screen.

Environmental Impact Assessment (continued)

32. Select the Organisation applications tab
33. Your case is listed and has been routed to the Customer Network Solutions (CNS) team

Home

My workPending applicationsOrganisation applicationsConditionally approved applications

Organisation applications8 results

Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status	Current application owner	Current application owner team	Current application work queue	Last updated by
Submitted by: Nicola Evans (8)									
EIA-58005	27 June 2025, 2:41 pm	Nicola Evans	DES	G PTY LTD	OPEN	Nicola Evans	Default	—	Nicola Evans
EIA-58005	27 June 2025, 5:38 pm	Nicola Evans	DES	G PTY LTD	Huntingwood Dri...	PENDING-ASSESSMENT	—	CNS	CNS queue
EIA-58004	27 June 2025, 5:37 pm	Nicola Evans	DES	G PTY LTD	PENDING-ASSESSMENT-RESPONSE	—	CNS	CNS queue	Nicola Evans
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DES	G PTY LTD	PENDING-INVESTIGATION	—	default	Support Request	Agent/System-Queue-ServiceLe...
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DES	G PTY LTD	RESOLVED-CANCELLED	—	—	—	Nicola Evans
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DES	G PTY LTD	RESOLVED-CANCELLED	—	—	—	Nicola Evans
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DES	G PTY LTD	NEW	Nicola Evans	Default	—	Nicola Evans
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DES	G PTY LTD	OPEN	Nicola Evans	Default	—	Nicola Evans



Application EIA-58005 is submitted

Hi Nicola,

Your application for Huntingwood Drive Data Centre has been submitted for review and is currently being assessed. We aim to notify you within 2 weeks on the review outcomes of your application.

To log in to the portal, please use your registered email address.

[Click here](#)

With Thanks,
Administrator

endeavourenergy.com.au



Endeavour Energy respectfully acknowledges the Traditional Custodians on whose lands we live, work, and operate and their Elders past, present and emerging.

You will also receive an email notification confirming your application case has been submitted.