Fact sheet 2

Understanding your Assessment (estimated complexity) Fee invoice

This fact sheet provides information on how to interpret your Assessment (estimated complexity) Fee invoice issued following a level of assessment decision to assess your proposal.

Assessment fee

Following an EPA decision to assess a proposal, fees will be charged for the assessment component of the environmental impact assessment process. The fee is based on the complexity of the proposal as outlined in the table below:

Fee item	Characteristics of referred proposal	Description on invoice	Fee units
Fixed fee	Base fee for all assessments.	Assessment of proposal, under Part IV Division 1	1
(a)	Strategic proposal: proposal is a strategic proposal.	Strategic proposal (r.5(a))	3
(c)	Commonwealth-accredited assessment process: proposal, or an aspect of the proposal, is assessed under an accredited assessment process (approved by the Commonwealth) under the *Environment Protection and Biodiversity Conservation Act 1999*.	Commonwealth-accredited assessment process (r.5(b))	2
(d)	Environmental review document: the proponent undertakes an environmental review and reports to the EPA under s.40(2)(b) of the EP Act.	Environmental Review Document (r.5(d))	1
(e)	Proponent-prepared scoping document: a scoping document is prepared for an environmental review under s.40(2)(b) of the EP Act by the proponent.	Proponent-prepared scoping document (r.5(e))	1
	EPA-prepared scoping document: a scoping document is prepared for an environmental review under s.40(2)(b) of the EP Act by the EPA.	EPA-prepared scoping document (s.40(2)(b))	2
(g)	Public comment on assessment on referral information required: proposal and referral information made available for public comment.	Public comment on assessment on referral information required (r.5(g))	2
(i)(i)	Extent of **public comment on proposal**: one or more public submissions were received during the seven-day public comment period.	Public comment on proposal (r.5(i)(i))	1
(i)(ii)	Extent of **public comment on scoping document**: number of public submissions received on proponent-prepared scoping document: • 1 – 49 • 50 or more	Extent of public comment on scoping document (1-49 submissions) (r.5(i)(ii))	1
		Extent of public comment on scoping document (50 or more submissions) (r.5 (i)(ii))	2

Fee item	Characteristics of referred proposal	Description on invoice	Fee units
(i)(iii)	Extent of **public comment on assessment information**: number of public submissions received on the environmental review document or referral information: • 1 – 49 • 50 or more	Extent of public comment on assessment information (1-49 submissions) (r.5 (i)(iii))	1
		Extent of public comment on assessment information (50 or more submissions) (r.5 (i)(iii))	2
(j)	Key environmental factors: number of key environmental factors identified in the EPA's decision whether to assess and in the EPA's assessment report under s.44 of the EP Act: • Benthic communities and habitats • Coastal processes • Marine environmental quality • Marine fauna • Flora and vegetation • Landforms • Subterranean fauna • Terrestrial environmental quality • Terrestrial fauna • Inland waters • Air quality • Greenhouse gas emissions • Social surroundings • Human health	Key environmental factor: [Specific Factor]	3 per factor (3 - 42)
(k)	Consultation on conditions: the EPA engaged in consultation on conditions recommended in the EPA's assessment report under s.44 of the EP Act.	Consultation on conditions (r.5(k))	1
(l)	Environmental offset required: the EPA's assessment report under s.44 of the EP Act recommends one or more conditions imposing environmental offsets.	Environmental offset required (r.k(l))	2
(n)	Disturbance footprint: the project's disturbance footprint exceeds 2,500 hectares of land.	Disturbance footprint (r.5(n))	6
(o)	Species or ecological communities: greater than 10 species or ecological communities in relation to which assessment of the impact of implementing the proposal, and assessment of ongoing investigation or management requirements, is needed.[1]	Species of ecological communities (r.5(o))	6
Total	**TOTAL COMPLEXITY FEE FOR ASSESSMENT**	**Total fee units x $16,000**	

[1] Species or ecological communities include threatened species or threatened ecological communities, as defined in the *Biodiversity Conservation Act 2016* section 5(1), or listed threatened species or listed threatened ecological communities, as defined in the *Environment Protection and Biodiversity Conservation Act 1999*; new or undescribed species; species or ecological communities categorised as Priority 1 or 2 under the Conservation Codes at Nominations for listing | Department of Biodiversity, Conservation and Attractions; vegetation units of regional significance; and stygofaunal or troglofaunal communities.

Understanding your Assessment (estimated complexity) Fee invoice

Below is an example of the estimated complexity fee invoice. The estimated complexity fee is **charged when the level of assessment is set** and includes a fixed base assessment fee of $16,000 and the assessment complexity fees charged at 80%.

This is the fixed base assessment fee of $16,000, which is fully charged upfront.

This is your application number from Environment Online. You (or your EO user) can access more information such as which proposal or document this application relates to.

Proponent
Address
SUBURB WA 6000

PO#:		***Invoice No:***	RI001234
App/Inst#:	APP-0012345	***Date:***	27/02/2025
Pmt Request#:	PAY-0001234	***Debtor Id:***	62055
Pmt Ref#:		***Due Date:***	27/03/2025
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Description	***Units***	***Rate***	***Exclusive GST***	***GST***	***Amount***
Assessment of proposal, under Part IV Division 1	1.00	16,000.00	16,000.00	0.00	16,000.00
Public comment on proposal (reg 5(i)(i))	1.00	16,000.00	12,800.00	0.00	12,800.00
Proponent-prepared scoping document (reg5(e))	1.00	16,000.00	12,800.00	0.00	12,800.00
Extent of public comment on assessment information (1-49 submissions) (reg 5 (i)(iii))	1.00	16,000.00	12,800.00	0.00	12,800.00
Extent of public comment on scoping document (1-49 submissions) (reg 5(i)(ii))	1.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Coastal processes	3.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Marine environmental quality	3.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Marine fauna	3.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Landforms	3.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Subterranean fauna	3.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Terrestrial fauna	3.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Social surroundings	3.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Air quality	3.00	16,000.00	38,400.00	0.00	38,400.00
Key environmental factor: Terrestrial environmental quality	3.00	16,000.00	38,400.00	0.00	38,400.00
Disturbance footprint (reg 5(n))	6.00	16,000.00	76,800.00	0.00	76,800.00

These are examples of the complexity fees which may apply. They are summarised to fit on the invoice – the full descriptions are in Table 2.

Each fee item is based on a number of fee units. A fee unit is $16,000.

For complexity fees, 80% of the fee is charged upfront – for a $16,000 fee this means $12,800 is due up front. The remainder due upon finalisation of the EPA report and will be invoiced separately.