***Environmental Protection Act 1994***

Annual return for transitional environmental program (TEP)

 This form must be completed by the holder of the transitional environmental program (TEP) and submitted to the administering authority each year within 22 business days of the anniversary of the effective date of the TEP, as required under section 345 of the Environmental Protection Act 1994 (the Act). Please label any attachments alphabetically (e.g. Attachment A). The administering authority is the Department of Environment and Science (the department).

|  |  |
| --- | --- |
| **GUIDE****Q.1 IMPORTANT:** This is the period of time that all questions within this annual return relate to. If the anniversary date has changed since last return, you must ensure there is no gap in reporting.  | **Annual return details** |
|  | 1. **Annual return period**

|  |
| --- |
| FROM Click or tap to enter a date.To Click or tap to enter a date.  |

 |
|  | 1. **Environmental authority (EA) number (if applicable)**

|  |
| --- |
| Environmental authority number  |
|

|  |
| --- |
|  |

 |

 |
|  |  | 1. **Transitional environmental program (TEP)**

|  |
| --- |
| transitional environmental program reference number  |
|

|  |
| --- |
|  |

 |
| Transitional environmental program holder/s |
|

|  |
| --- |
|  |

 |
| person responsible for implementation of TEP  |
|

|  |
| --- |
|  |

 |

 |
| **Q.4** The monitoring and reporting requirements are listed in the issued TEP. **Q.5** The Water Tracking and Electronic Reporting System (WaTERS) has replaced the Point Source Database (PSD). **Important note:** Only certain operators will submit data to the WaTERS database. **Q.9** This question does not authorise late completion of actions and requirements under the TEP. Contravention of a TEP is an offence under the Act. |  | 1. **Do you have any monitoring or reporting requirements under the TEP, including as required by conditions?**

[ ]  Yes **→** List TEP monitoring requirements in table below and go to question 5.[ ]  No → Go to question 9.

|  |
| --- |
| Monitoring requirements |
|

|  |
| --- |
|  |

 |

1. **Do you submit your water-related monitoring and reporting data to the WaTERS database?**

[ ]  Yes **→** Go to question 6.[ ]  No → Go to question 7. 1. **Have you submitted the water-related monitoring and reporting data to the WaTERS database?**

[ ]  Yes **→** Select from the following: [ ]  All monitoring and reporting has been submitted to WaTERS database. There are no additional monitoring or reporting requirements. Go to question 9.OR[ ]  Only some of the monitoring and reporting has been submitted to WaTERS database. Go to question 7.OR[ ]  Water-related monitoring and reporting data has been submitted to the WaTERS database but other monitoring and reporting data is required by the TEP. Go to question 7.[ ]  No → Go to question 7. 1. **Provide a summary of your monitoring and reporting since your last annual return. Attach the monitoring results where applicable.**

|  |  |  |  |
| --- | --- | --- | --- |
| Report and/or monitoring data title  | Prepared by | Dates covered by reporting and/or monitoring  | location of reporting and/or monitoring  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Has all of the monitoring and reporting been carried out in accordance with the approved TEP, including in accordance with any conditions?**

[ ]  Yes **→** Go to question 9.[ ]  No → Ensure question 10 is filled out correctly and includes all of the necessary details. 1. **Do you expect the actions and requirements of the TEP will be completed before the TEP end date?**

[ ]  Yes **→** provide the projected time of completion in table below, then go to question 10.[ ]  No → go to question 10.

|  |  |
| --- | --- |
| month  | YeaR  |
|

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

1. **Have you fully complied with the TEP, including any conditions?**

[ ]  Yes [ ]  No → Answer the following question:[ ]  I have already provided all non-compliance information to the administering authority. No further documentation has been attached.OR[ ]  I have not yet provided non-compliance information and have attached the following documentation:1. A statement describing the non-compliance/incident including photographs where appropriate.
2. A statement describing the environmental impacts resulting from the non-compliance/incident.
3. A statement describing the actions taken to repair any damage to the environmental resulting from the non-compliance/incident.
4. Details of any monitoring data which exceeded any of the environmental limits set out in the conditions.
 |
| **Q.11** Where there is more than one TEP holder, this declaration is to be signed by all holders, unless there is an agreement between the holders that one can sign on behalf of the other/s. **Note:** If only one holder is signing this annual return form, they are committing all holders to the content of the annual return and the declaration. Where the TEP holder is a company, this form must be signed by an authorised person for that company.  |  | 1. **Declaration**

**Note:** If you have not told the truth in this annual return, you may be liable for prosecution.I declare that:* I am the holder of the transitional environmental program or authorised signatory.
* I have supplied all of the required information.
* The information provided is true and correct to the best of my knowledge. I understand that it is an offence under section 480 of the *Environmental Protection Act 1994* to give to the administering authority or an authorised person a document containing information that I know is false, misleading or incomplete in a material particular.
* I understand that all information supplied on or with this annual return may be made available upon request, subject to the provisions of the *Right to Information Act 2009* and the *Evidence Act 1977*.

|  |
| --- |
| TEP Holder’s NAME   |
| SIGNATURE   |
| POSITION of signatory   | DATE   |
| Joint holder’s name (if applicable)   | Joint holder’s signature (if applicable)   |
| Joint holder’s name (if applicable)   | Joint holder’s signature (if applicable)   |

|  |  |
| --- | --- |
| 1. **Applicant checklist**

 [ ]  Annual form completed and signed [ ]  Question 10: Non-compliance documentation attached (if applicable) | Please submit your completed annual return to:**Email:** **palm@des.qld.gov.au****Post:** Permit and Licence Management Department of Environment and ScienceGPO Box 2454BRISBANE QLD 4001 **Enquiries:** Permit and Licence Management Website: [www.business.qld.gov.au](http://www.business.qld.gov.au) Email: palm@des.qld.gov.auPhone: 13QGOV (13 74 68) |

 |

**Privacy statement**

The Department of Environment and Science is committed to protecting the privacy, accuracy and security of your personal information in accordance with the Information Privacy Act 2009.

The department is collecting this information on this form in order to assess the progress of your transitional environmental program. The department is authorised to collect this information under section 345 of the Environmental Protection Act 1994. The information will only be accessed by authorised employees within the department.

Your information will not be given to any other person or agency unless you have given us permission or we are authorised to or required by law. Sections 540 and 540A of the Environmental Protection Act 1994 outline the registers that must be kept by the department. Members of the public may inspect these registers and take extracts from registers.

All information supplied on this form may be disclosed publicly in accordance with the Right to Information Act 2009 and the Evidence Act 1977. For questions about privacy matters, email: privacy@des.qld.gov.au or phone: 13 QGOV (13 74 68).