Notice

*Environmental Protection Act 1994*

Submission of an Environmental Impact Statement (EIS) under Environmental Protection Act 1994 (EP Act) (EIS) under *Environmental Protection Act 1994* (EP Act)​

This notice is issued by the proponent pursuant to section 47 or section 66(3) of the Environmental Protection Act 1994 (EP Act) to notify the chief executive of a submission of an original or amended EIS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GUIDE** |  | Date | | | | |
|  | Click or tap to enter a date. | | | | |
| **Proponent**  The ‘proponent’ is the person who proposes the project (EP Act s. 39) and is the registered legal entity intending to carry out the activity and, in whose name, the applicable permits, licenses or authorities are to be issued.  **Project name**  The project name must remain consistent for all correspondence and publicly released information. |  | Proponent | | | | |
|  | PROPONENT’S NAME(S) (PRINT FULL NAME)  Click or tap here to enter text. | | | | |
|  | Project name | | | | |
|  | PROJECT NAME  Click or tap here to enter text. | | | | |
|  | EIS details | | | | |
|  | Select one of the following: | | | | |
|  | This is the **first time** an EIS has been submitted for this project under this EP Act EIS process | | | | ® Go to Section 5 |
|  |  | This is an **amendment or replacement** of a previously submitted EIS under this EP Act EIS process | | | | ® Go to Section 6 |
| **Original EIS**  The original EIS is the first EIS submitted to the department under s.47 of the EP Act. |  | Original EIS details | | | | |
|  | ORIGINAL EIS PREPARED BY:  Click or tap here to enter text. | | | | |
|  |  | ORIGINAL EIS DATED:  Click or tap here to enter text. | | | | |
|  | Amended EIS details | | | | |
|  | It is advised that the EIS provided with this notice amends the original EIS.  INSERT ADDITIONAL INFORMATION (OPTIONAL)  Click or tap here to enter text. | | | | |
|  | Documents attached | | | | |
|  | Compulsory information provided with this notice: | | | | |
|  |  |  | Original EIS (first submission of an EIS for the project)  *OR*  Amended or replaced EIS | | | |
|  |  |  | Shapefiles | | | |
|  |  |  | EIS format checklist ([Appendix 1](#_Appendix_1_Checklist—EIS) of this notice) | | | |
| **Response to submissions**  This section is only relevant if the amended EIS is provided after EIS notification as part of a response to submission under s. 56(2) of the EP Act.  Do not include personal information in these documents as they are required under the EP Act to be made available on a public register. |  | Information provided in relation to a response to submissions under s.56(2) of the EP Act (only if relevant): | | | | |
|  |  | Summary of EIS submissions (s.56(2)(a))  Describe the total number of submissions received as well as the number of submissions from federal, state and local governments, organisations, industry bodies and the general public. Summarise the key matters raised in the submissions (both positive and negative). A table/graph may assist in presenting this information. | | | |
|  |  | Statement of response to the EIS submissions (s.56(2)(b))  List each submission along with the proponents response and cross reference to the relevant section in the amended EIS where the matter has been addressed (if relevant).  Include the following: | | | |
|  |  |  | A table in Microsoft word (preferably as an Appendix in the amended EIS; see [Appendix 2](#_ATTACHMENT_2_Example) example) with the following information:   * submitter individual identification (ID) number which should match the numbering system provided to DESI * submissions (exact wording) broken up into separate line items where needed for different topics * topic (e.g., land, air quality, water, waste) and subtopic (where appropriate) assigned to each line item. This is to assist with sorting and analysing matters raised by multiple submitters on similar topics * proponents response to each line item and explanation as to how the project and/or amended EIS was changed to address the comments. If no changes were made to the EIS because of the submission, then explain the reason * reference to specific sections/subsections of the amended EIS where the submitters comments have been addressed. | | |
|  | A copy of the above table, but in a separate excel document. Importantly,   * cells should not be merged * columns should be searchable * use different ‘tabs’ (i.e., separate worksheets within the excel document) for different submitters or groups of submitters. For example, ‘tab’ for DESI comments, Commonwealth Environment Department and another for each state government agency that provided comments, one for (each) utility companies and another for non-government organisations. | | |
|  | In a separate document, a list of the submitters ID numbers and the names and addresses of the submitters. This is to assist with maintaining privacy as the summary of submissions and response to submission is publicly available. | | |
|  |  | Statement of response to a Public Interest Evaluation report (s.56(2)(d)) | | | |
| **Fees**  Further information on fees for the EIS process is available at [www.qld.gov.au](http://www.qld.gov.au) using the search term ‘EIS fees’. |  | Additional information provided where relevant (please specify) | | | | |
|  |  | Click or tap here to enter text. | | | |
|  |  | Click or tap here to enter text. | | | |
|  |  | Click or tap here to enter text. | | | |
|  | Fees | | | | |
|  | The fee is: | | | $ Click or tap here to enter text. | |
|  | To organise payment of the fee please contact the EIS Coordinator by email at [eis@des.qld.gov.au](mailto:eis@des.qld.gov.au) | | | | |

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| **Privacy statement**  The Department of Environment, Science and Innovation (the department) 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 your personal information in accordance with the EP Act. 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 or required by law. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977.* For further privacy information go to our website <https://www.des.qld.gov.au/legal/privacy/> or email [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au).  **Responsible person/appointed signatory**  The ‘responsible person/appointed signatory’ must sign this form. Please advise the department in writing of any changes to the ‘responsible person/appointed signatory’. |  | Declaration | | | |
|  | I declare that:   * I am the proponent or an authorised signatory for the proponent. * I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge. * I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1997*. | | | |
|  | RESPONSIBLE PERSON/APPOINTED SIGNATORY’S NAME  Click or tap here to enter text. | | | |
|  | RESPONSIBLE PERSON/APPOINTED SIGNATORY’S SIGNATURE  Click or tap here to enter text. | | DATE  Select Date | |
|  | POSITION OF SIGNATORY AND COMPANY  Click or tap here to enter text. | | | |
|  | PHONE  Click or tap here to enter text. | EMAIL  Click or tap here to enter text. | | |
|  | NAME OF JOINT VENTURE PARTY (IF APPLICABLE)  Click or tap here to enter text. | JOINT APPLICANT’S SIGNATURE (IF APPLICABLE) | | DATE  Select Date |
|  | NAME OF JOINT VENTURE PARTY (IF APPLICABLE)  Click or tap here to enter text. | JOINT APPLICANT’S SIGNATURE (IF APPLICABLE) | | DATE  Select Date |
|  | NAME OF JOINT VENTURE PARTY (IF APPLICABLE)  Click or tap here to enter text. | JOINT APPLICANT’S SIGNATURE (IF APPLICABLE) | | DATE  Select Date |

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|  |  | Checklist | | |
|  |  |  | Fee paid (if relevant) | |
|  |  | This form has been signed by the ‘responsible person(s)/appointed signatory(s)’ and all questions completed | |
|  |  | Attachment 1 of this form ‘EIS format checklist’ has been completed | |
|  |  | Summary of submissions (if relevant) | |
|  |  | Statement of response to the submission (if relevant) | |
|  |  | Statement of response to the PIE report (if relevant) | |
| **Further information**  More information on the EIS process is available in the department’s guideline [The EIS process for resource projects under the EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) available at [www.des.qld.gov.au](http://www.des.qld.gov.au) using the search term ‘developing an EIS’ or ‘ESR/2016/2171’.  For the latest version of this publication go to [www.des.qld.gov.au](http://www.des.qld.gov.au) and search ‘Submission of an EIS’ or ‘ESR/2020/6498’. |  | **Please submit this form and supporting information to:**  [eis@des.qld.gov.au](mailto:eis@des.qld.gov.au) or  Environmental Impact Assessment  Department of Environment, Science and Innovation  GPO Box 2452  BRISBANE QLD 4001 | | **Enquiries or assistance filling in this form:**  Contact the department’s EIS Coordinator by email at [eis@des.qld.gov.au](mailto:eis@des.qld.gov.au) or on 13 QGOV (13 74 68) for details. |

### Appendix 1 Checklist—EIS document standards

The EIS must be of a suitable standard and adequately address the project’s terms of reference to proceed to public notification. This checklist outlines the minimum information requirements, and the structure, standards and protocols that are expected to be used by a proponent preparing an EIS under the EP Act.

|  |  |  |
| --- | --- | --- |
| EIS checklist Indicate in the checkbox if you consider the EIS meets the following content, structure, and formatting requirements. | | |
| Accessibility requirements |  |  |
| Any non-HTML documents must meet the Queensland Government’s minimum accessibility requirements outlined in [Module 6: Checkpoint 2 – Minimum accessibility requirements](https://www.forgov.qld.gov.au/information-and-communication-technology/communication-and-publishing/website-and-digital-publishing/website-standards-guidelines-and-templates/consistent-user-experience-standard/module-6-non-html-documents/module-6-checkpoint-2-minimum-accessibility-requirements) | YES  NO | Click or tap here to enter text. |
| Navigation |  |  |
| The EIS Table of contents, Table of contents for each Chapter and Appendix are hyperlinked to the relevant topic sections | YES  NO | Click or tap here to enter text. |
| The list of figures and tables are hyperlinked to each figure or table | YES  NO | Click or tap here to enter text. |
| Headers and footers on each page which state the relevant page/chapter/section/appendix/sub-appendix number | YES  NO | Click or tap here to enter text. |
| Text is signposted as much as possible e.g., using headings and sub-headings to break up text | YES  NO | Click or tap here to enter text. |
| Clarity |  |  |
| EIS is a complete report, addressing all matters in the TOR | YES  NO | Click or tap here to enter text. |
| Written in plain English so that a person without any prior knowledge of the project understands the information presented | YES  NO | Click or tap here to enter text. |
| Avoid unnecessary duplication of text by using cross-referencing | YES  NO | Click or tap here to enter text. |
| Use quantitative language where possible and do not include ambiguous statements | YES  NO | Click or tap here to enter text. |
| Provide objective, clear and succinct information that’s easy to understand for the general reader | YES  NO | Click or tap here to enter text. |
| The EIS conclusions are based on sound science, evidence and reasoned-based discussion | YES  NO | Click or tap here to enter text. |
| Presentation |  |  |
| Present information in a culturally appropriate format and language for all key stakeholders | YES  NO | Click or tap here to enter text. |
| Where possible use maps, diagrams, pictures, view perspectives, artist’s impressions, or other illustrative material to assist readers to visualise and understand information | YES  NO | Click or tap here to enter text. |
| Maps, diagrams, pictures, view perspectives, artist’s impressions, or other illustrative material is clear and unambiguous | YES  NO | Click or tap here to enter text. |
| Figures must be able to be read clearly (e.g., font large enough, clearly labelled, legends, scale) | YES  NO | Click or tap here to enter text. |
| Include spatially referenced maps (using an appropriate scale, resolution, and clarity), shapefiles, plans, figures, diagrams and other descriptive detail | YES  NO | Click or tap here to enter text. |
| Technical information |  |  |
| Include technical reports on studies conducted for the EIS as appendices | YES  NO | Click or tap here to enter text. |
| Scientific and specialist studies undertaken in response to the TOR must provide details of the methodology, reliability, assumptions, and scientific conclusions used to predict the project’s potential beneficial and adverse environmental, social and economic impacts | YES  NO | Click or tap here to enter text. |
| Monitoring, survey effort and assessment methodologies must be industry leading practice. If deviations are necessary, discuss alternative methodologies showing equal scientific rigor | YES  NO | Click or tap here to enter text. |
| Statements used to assess relevant impacts in the main body of the EIS must be supported by appendices, evidence-based technical information and supporting data | YES  NO | Click or tap here to enter text. |
| Information sources |  |  |
| Conclusions about values and the likelihood of potential environmental impacts must be justified by sound science-based reasoned discussion, and supported by existing literature, previous surveys as well as contemporary site-specific surveys and studies conducted specifically for this purpose | YES  NO | Click or tap here to enter text. |
| Clearly identify the source, date and validity of the information | YES  NO | Click or tap here to enter text. |
| The extent to which a limitation, if any, of available information may influence the proponent’s conclusions regarding identified residual impacts are discussed | YES  NO | Click or tap here to enter text. |
| Matters of National Environmental Significance (MNES) |  |  |
| Chapter on MNES is written as a stand-alone report | YES  NO | Click or tap here to enter text. |
| Referencing |  |  |
| All sources of information are appropriately referenced. | YES  NO | Click or tap here to enter text. |
| The reference list includes the address of any internet pages used as data sources | YES  NO | Click or tap here to enter text. |
| All referenced supporting documentation and data (including all spatial data displayed in map products), or documents cited in the EIS is available upon request | YES  NO | Click or tap here to enter text. |
| Spatial information |  |  |
| Provide spatial information in an appropriate electronic form i.e., shape files consistent with the department's guideline [*Spatial information submission*](https://environment.des.qld.gov.au/management/activities/non-mining/regulation/spatial-information) (ESR/2018/4337) | YES  NO | Click or tap here to enter text. |
| Spatial information is included for all relevant matters including water quality, wastewater quality data, agricultural commodities, and sensitive receptors, and geological structures, such as aquifers, faults and economic resources | YES  NO | Click or tap here to enter text. |
| For mining projects, spatial information for rehabilitation is provided in accordance with the department’s guideline [*Progressive rehabilitation and closure plans*](https://environment.des.qld.gov.au/__data/assets/pdf_file/0026/95444/rs-gl-prc-plan.pdf) (ESR/2019/4964) and the department’s application form [*Submission of a progressive rehabilitation and closure plan*](https://www.business.qld.gov.au/running-business/environment/licences-permits/rehabilitation/progressive-rehabilitation-closure-plans) (ESR/2019/4957) | YES  NO | Click or tap here to enter text. |
| Raw data |  |  |
| Where the TOR requests provision of raw data, these should be in csv or excel file format and be accompanied by a data dictionary clearly identifying all variables with relevant units | YES  NO | Click or tap here to enter text. |
| Cross reference to TOR |  |  |
| Include a table listing the section and sub-sections of the EIS where each requirement of the TOR is adequately addressed. NOT simply the chapter number or Appendix number, but relevant sub-sections of each chapter and appendices | YES  NO | Click or tap here to enter text. |
| Cross reference table included as a word (or an excel) version that can be used for adequacy check against the TOR requirements | YES  NO | Click or tap here to enter text. |
| Disclaimers and confidential information |  |  |
| Any disclaimers included in the EIS will not prevent the use of the EIS for its assessment in accordance with legislated requirements | YES  NO | Click or tap here to enter text. |
| Where a proponent considers material in the EIS to be of a confidential nature (e.g., commercial in confidence or culturally sensitive) and seeks to withhold that material from the community, the proponent has consulted with the department before making the EIS publicly available | YES  NO | Click or tap here to enter text. |
| INSERT ANY GENERAL COMMENTS OR EXPLANATIONS (OPTIONAL)  Click or tap here to enter text. | | |

### Appendix 2 Example of table format to describe response to submissions on EIS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Submitter ID** | **Topic** | **Subtopic** | **Submission** | **Proponent response to submission** | **Section in amended EIS where matter was addressed** |
| ID1 | *Topics should align with the EIS sections where possible. For example, project proponent, proposed project, flora and fauna, air, noise and vibration* | *For more complex topics include a subtopic e.g., surface water, groundwater dependence ecosystem, groundwater, offsets* | *For example:*  *‘The EIS did not adequately address <insert issue>’*  *‘The EIS did not identity animal X on parcel X’* | *Specially address matters for each line item. Do not say ‘noted’; if you are not proposing to update the draft EIS because of the submission, explain why e.g., out of scope for these reasons.* | *For example:*   * *Updated section 7.2.1.4, paragraph 1 to include reference to XXXXX* * *reference to XXXX creek was inserted into sections 4.2.4.1, 7.3.2.4 and 9.9.5.9.* |