

Guideline

Infrastructure and equipment

Preparing Environmental Management Plans for Queensland Parks and Wildlife Service and Partnerships authorities

This Guideline defines the objective of an Environmental Management Plan (EMP) for certain types of Queensland Parks and Wildlife Service and Partnerships authorities. It describes preparation, approval, and review processes, and outlines the content requirements for an EMP.

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Background

The Department of Environment and Science (the department), through Queensland Parks and Wildlife Service and Partnerships (QPWS&P), requires an Environmental Management Plan¹ (EMP) to be prepared by the applicant for any activity that may be authorised on QPWS managed lands, that involves the construction or installation of any structure, facility, infrastructure, or the conducting of any works that interferes with natural and cultural resources and values of the area. An EMP will generally be required at the application stage for most activities authorised including:

- an authority for a new activity on a national park, conservation park or resources reserve, granted under sections 34, 35, 38, 42AD, 42AE, 42AN and 42AO of the *Nature Conservation Act 1992* (Qld) (NCA);
- an occupation permit for an activity on a State forest or timber reserve, granted under section 35 of the *Forestry Act 1959* (Qld) (FA);
- a permit, licence, lease or other authority, agreements, or contract for other activities on a State forest or timber reserve, granted under section 56 of the FA.
- an authority for the continued operation of an existing service facility in a national park, granted under section 35A, 42AEA and 42AOA of the NCA; or
- a resources permit (general), granted under section 18B of the Nature Conservation (Protected Areas Management) Regulation 2017 for commercial or public purposes, including for quarrying and taking permitted parts of plants.

The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) protects nationally significant animals, plants, habitats and places in Australian territories. If you want to take any action on an area the Act covers, you may need approval. A self-assessment helps you understand your duties under the Act. Further information can be found on the Commonwealth Department of Climate Change, Energy, the Environment and Water website. Additional requirements and approvals are required if the area is also a World Heritage Area.

Objective of an EMP

The objective of an EMP is to ensure that all impacts of a proposed activity on a QPWS managed area are managed to protect the relevant natural, cultural, social and economic values of the area. An EMP should clearly describe strategies and measures to avoid, mitigate and potentially offset any adverse impacts, based on sound environmental management principles and practices. It assists QPWS&P to undertake a holistic and robust assessment of a proposed activity prior to granting any authority. Where an authority is granted, the approved EMP will dictate how the activity will be conducted to manage impacts at the activity site and the surrounding area. To achieve its objective, an EMP should, at a minimum, do the following:

- Provide the applicant's details and a description of the type of activity proposed and any known impacts and risks associated with that activity;
- Establish clear performance criteria and specific objectives for the environmental management of the activity;
- Detail strategies for avoiding, mitigating and rectifying environmental impacts caused by the activity;
- Propose an environmental offset(s) where a significant residual impact will result from the activity;

¹ EMPs may also be referred to in some circumstances as Environmental Work Plans (EWPs).

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- Detail monitoring programs to measure the effectiveness of management measures against the agreed performance criteria;
- Detail implementation responsibilities for the environmental management of an activity;
- Outline the timing (milestones) of environmental management initiatives;
- Describe the reporting requirements for meeting the environmental performance objectives;
- State corrective action/s to rectify any deviation from performance standards;
- Provide a mechanism to record additional approvals given for the activity; and
- Describe plans for reinstatement/rehabilitation of the proposed activity site.

An EMP is important for the department's assessment of whether a proposed activity is an appropriate use of a QPWS managed area, and it should be designed to address the key elements of environmental management at the site for all phases of the proposed activity, including construction, operation, maintenance, de-commissioning and reinstatement/rehabilitation.

Preparation of an EMP

An EMP must be prepared consistent with the content requirements outlined in Appendix 1 of this Guideline (unless changes to the content requirement are agreed between the department and the applicant). Additional requirements for an EMP may also be outlined in QPWS&P operational policies for specific activities or authority types. Such policies should be considered in addition to this guideline. Where an EMP submitted with an application for an authority is considered insufficient or inadequate by the department, the applicant will be advised and will be required to amend and resubmit the EMP to progress the application.

If an authority for an ongoing activity is being renewed and an approved EMP is in place, the creation of a new EMP may not be necessary, particularly if neither the nature of the activity nor the category of QPWS managed area tenure have changed. The decision whether to require a new EMP for a renewed authority will be made by QPWS&P on a case-by-case basis.

An EMP should contain an introductory section, an operational plan(s), an implementation plan and a reinstatement/rehabilitation plan.

Approval of an EMP

An EMP is assessed as part of an application for the relevant authority. QPWS&P may request changes or redrafting until satisfied with the EMP. Approval of an EMP may be given prior to the approval of an authority, however the activity and EMP does not come into effect until the relevant authority is approved and issued by QPWS&P. Approval of an EMP does not authorise the activity nor guarantee the granting of an authority for an activity.

An EMP is approved at the following departmental officer classification levels:

- Principal Ranger (or equivalent) for FA approvals and resources permits; and
- Regional Director (or equivalent) for all other relevant authorities.

Higher level approval may be appropriate where a proposed activity poses significant risks to key resources and values. Whether a higher-level approval is required, is determined on a case-by-case basis by the department.

QPWS&P will consider the following criteria when assessing an EMP:

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Criteria	Requirement	Considerations to be made by QPWS&P
Completeness	The EMP is completed in line with this Guideline.	<ul style="list-style-type: none"> • All relevant aspects of the EMP required under this Guideline have been delivered. • The EMP includes a comprehensive description of the proposed activity, site, values and impacts. • Appropriate management of all environmental matters have been included. • The EMP includes a reinstatement or rehabilitation plan.
Appropriateness	The EMP demonstrates that the use will appropriately manage the impact on the key natural, cultural, social and economic values of the area.	<ul style="list-style-type: none"> • All key values within and surrounding the project site have been identified (refer to Appendix 2 of this Guideline for a description of what values must be identified). • The impacts of the proposed activity on all key values have been considered. • EMP management objectives, performance criteria and mitigation measures clearly articulate how impacts on key matters and values will be managed and the management principles of the underlying area will be maintained.
Effectiveness	Management objectives, strategies and actions presented in the EMP are clear, practical, achievable, and will deliver desirable outcomes.	<ul style="list-style-type: none"> • Operational plans described within the EMP set realistic and achievable objectives. • Practical, effective and measurable performance criteria have been established. • Proposed rehabilitation actions: <ul style="list-style-type: none"> ○ are achievable. ○ reflect the pre-disturbance condition of the area; and ○ will not result in additional ongoing management obligations for QPWS&P or another party.
Timing	The EMP manages impacts throughout the entire life of the project.	<ul style="list-style-type: none"> • Impacts are identified across all stages of the proposed activity, including construction, operation and decommissioning phases. • Management strategies are implemented so as to manage impacts across the entire life of the project. • Restorative and rehabilitation actions ensure the long-term preservation of key values.

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Relationship between an EMP and an Environmental Impact Statement

Where an Environmental Impact Statement (EIS) has been required for the proposed activity under any State or Commonwealth legislation, or where an EIS has been voluntarily prepared by the applicant, the EIS may be attached to an application for a relevant authority, to support an EMP for QPWS&P purposes. However, unless the EIS includes a consolidated, standalone, protected area or forest area focussed EMP, additional work may be required by the applicant to develop an appropriate EMP from published EIS material.

Review and amendment of an EMP

It is primarily the responsibility of the authority holder to keep the EMP up-to-date and accurate. The EMP must be revised and amended by the authority holder to reflect any substantial changes that are made to any authorised use of the area including:

- new or altered structures, fencing, support infrastructure or access arrangements;
- changes to the nature or type of activity, such as increases of authority footprint; or
- changes to specific operational plans and management actions to produce an improved environmental outcome address inadequate management or to rectify environmental harm. For example, adopting new environmental management or biosecurity risk management practices and procedures.

The authority holder must inform QPWS&P of any updates required, as well as provide evidence that the proposed amendment is necessary and will not diminish the effectiveness of the EMP. QPWS&P will assess whether any proposed amendment is appropriate and approve updates as required. In some cases, where substantial changes to an authorised activity are proposed, and these are outside the scope of the EMP or the relevant authority, a new application for a relevant authority will be required. Any proposed substantial changes to an EMP or a relevant authority will be assessed by QPWS&P on a case-by-case basis.

An EMP for an activity may be subject to periodic review by QPWS&P as part of its compliance and audit responsibilities as the land manager. QPWS&P will assess whether the EMP is achieving, and whether it will continue to achieve, optimal environmental outcomes. Should QPWS&P find that an EMP is outdated, inaccurate or inadequate, it may request that the authority holder update or revise parts of the EMP.

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Human Rights Act 2019 compatibility

The department is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When acting or making a decision under this Guideline, officers must comply with that obligation (refer to [Comply with Human Rights Act](#)).

Disclaimer

While this document has been prepared with care it contains general information and does not profess to offer legal, professional or commercial advice. The Queensland Government accepts no liability for any external decisions or actions taken on the basis of this document. Persons external to the Department of Environment and Science should satisfy themselves independently and by consulting their own professional advisors before embarking on any proposed course of action.

Approved By

Ben Klaassen

Signature

14/02/2023

Date

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Appendix 1 - Content requirements of an EMP

1 Introduction

1.1.1 Applicant details

- 1.1.1.1 Provide the applicant's full name, street and postal address, and Australian Business Number or equivalent entity registration number, including details of any joint venture partners;
- 1.1.1.2 Describe the nature and extent of the applicant's business activities and experience in undertaking the activity.

1.1.2 Nature of the proposed activity

- 1.1.2.1 Provide the name or title of the proposed activity or project;
- 1.1.2.2 Describe the proposed activity's objectives;
- 1.1.2.3 Detail the rationale for the proposed activity;
- 1.1.2.4 Describe the proposed activity in terms of its type or nature, scale and timeline of all proposed activity components and works (e.g., construction, operation, maintenance, de-commissioning and reinstatement/rehabilitation phases and their requirements);
- 1.1.2.5 Detail any pre-construction activities (including vegetation clearing, site access);
- 1.1.2.6 Detail any interference with watercourses, wetlands and floodplain areas;
- 1.1.2.7 Detail the sources of any building or foundational materials;
- 1.1.2.8 Describe whether the proposed activity is a new or an existing activity;
- 1.1.2.9 Detail any fencing, power, water supply, hazardous materials and waste management requirements;
- 1.1.2.10 Detail the transport and access requirements for all stages of the proposed activity;
- 1.1.2.11 Detail the relationship to other major projects, developments or actions of which the applicant should reasonably be aware.

1.1.3 Location and site description

- 1.1.3.1 Provide the name and tenure of the affected QPWS managed area/s, name of the activity site or location (if known), real property descriptions of the proposed activity site and adjacent properties, any easements, and identification number of any existing underlying resource tenures;
- 1.1.3.2 Provide facility or construction drawings or plans for the proposed activity, including all infrastructure elements and showing the proposed footprint or direct impact area;
- 1.1.3.3 Describe and map the key infrastructure in and around the site, and any other infrastructure in the region relevant to the proposed activity such as vehicle access tracks, walking tracks and fences;
- 1.1.3.4 Describe the topography of the proposed activity site and surrounding area, and highlight and identify any significant features shown on the maps;
- 1.1.3.5 Describe any special management considerations and legislative requirements that may also apply, such as World Heritage Area, Ramsar Wetlands, marine parks, declared Fish Habitat Areas, or

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Special Management Areas under the NCA, FA or the Great Barrier Reef Marine Park Regulations 2019.

- 1.1.3.6 Describe the condition of vegetation (remnant or disturbed) and history of use (if known) of the activity site.

1.1.4 Activity approvals

- 1.1.4.1 List any additional approvals under Commonwealth, State or local legislation that have been obtained for the proposed activity.
- 1.1.4.2 Describe any approvals under Commonwealth, State or local legislation that are still required to enable the proposed activity to be constructed, operated, maintained, de-commissioned and reinstated/rehabilitated, and note the legislation under which applications are assessed;
- 1.1.4.3 Describe any special requirements for the proposed activity to proceed lawfully, e.g., access approvals, landholder consent, etc.

1.2 Key environmental matters

The key environmental matters outlined below are matters that should be identified and considered as part of the development of an EMP and reflected in the operational plan(s) (refer to section 1.3 of this Appendix).

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1.2.1 Access

Describe access requirements and arrangements for all stages of the proposed activity, including:

- 1.2.1.1 How the activity will be managed to facilitate safe and ecologically sustainable access to and from the activity site;
- 1.2.1.2 Access routes to the proposed activity site and point(s) of entry to the QPWS managed area to be used (including any proposed alternative wet weather entry points);
- 1.2.1.3 Mode(s) of transport to be used to gain access to the site e.g., motor vehicle, helicopter, on foot;
- 1.2.1.4 Emergency access arrangements;
- 1.2.1.5 Locations of proposed or existing locked gates or any other infrastructure designed to restrict public access;
- 1.2.1.6 Locations of any site hygiene facilities such as vehicle wash down facilities, and details of how these hygiene facilities will comply with biosecurity measures and protocols;
- 1.2.1.7 Locations and conditions of current access routes to the project site;
- 1.2.1.8 Proposed works regime to maintain access;
- 1.2.1.9 Details of any works that will be required beyond general maintenance of existing access, including new access tracks proposed or any major upgrades or rerouting of existing tracks.

1.2.2 Natural and physical environment

- 1.2.2.1 Describe the potential direct and indirect impacts on biodiversity and environmental values caused by the activity, including any impacts to threatened species, vegetation, fauna, soil, water, coastal processes and air quality;
- 1.2.2.2 Describe how the activity will be managed to avoid and/or mitigate any direct and indirect impacts on biodiversity and environmental values, including impacts to threatened species, vegetation, fauna, soil, water, coastal processes and air quality;
- 1.2.2.3 Identify any of the following natural values that occur over the project site and surrounding area:
 - All Matters of National Environmental Significance,
 - All Matters of State Environmental Significance,
 - Any matters of Local Environmental Significance identified by the relevant local government or by QPWS&P.

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1.2.3 Waste management

- 1.2.3.1 Describe the quantity and physical and chemical characteristics of each significant waste caused by the activity, any attributes that may affect its dispersal in the environment, and its associated risk of causing environmental harm;
- 1.2.3.2 Define and describe objectives and practical measures for protecting or enhancing environmental values from impacts from wastes and how any impacts from waste will be reduced or managed.

1.2.4 Biosecurity

- 1.2.4.1 Describe the impact the activity's construction, operation and ongoing access requirements will have on the spread of pest animals, weed species, diseases, pathogens and contaminants;
- 1.2.4.2 Describe how any pest animals, weed species and disease will be safely and appropriately managed on the activity site, including clean-down procedures and ongoing prevention, quarantine and surveillance measures. If the proposed activity is located on an island, describe additional biosecurity measures to be undertaken, including entry control and emergency response measures;
- 1.2.4.3 Propose detailed measures to remove, control and limit the spread of pests, weeds, diseases, pathogens and contaminants on the proposed activity site and any areas under the applicant's control. This includes declared plants and animals and restricted areas under the *Biosecurity Act 2014* (Qld), the *Biosecurity Act 2015* (Cwth) and weeds of national significance and designated pests under the *Public Health Act 2005* (Qld). Refer to the *Queensland Invasive Plants and Animals Strategy 2019 – 2024* and the *Queensland Biosecurity Strategy 2018 – 2023* and any subsequent publications, and the Department of Agriculture and Fisheries website for more information.

1.2.5 Hazards and safety

- 1.2.5.1 Describe the potential risks to people and property that may be associated with the proposed project using a risk assessment approach for all components of the proposed project and in accordance with relevant standards;
- 1.2.5.2 Detail any procedures and management plans for the safety of employees, staff and visitors at or around the activity site;
- 1.2.5.3 Identify all hazardous substances to be used, transported, stored, processed or produced and the rate of usage;
- 1.2.5.4 Detail any fire and/or other emergency hazards and risks that arise or may arise from the proposed activity, and the risk of ignition or spread of fire;
- 1.2.5.5 Describe how the proposed activity is designed, sited and managed to avoid and minimise health and safety hazards and risks;
- 1.2.5.6 Detail the fire and/or other emergency management plan and/or strategies for the proposed activity and the proposed activity site.

1.2.6 Aboriginal and Torres Strait Islander (First Nations) cultural heritage

- 1.2.6.1 Describe any known First Nations cultural heritage over the proposed activity site and surrounding area. This information is publicly available from the Aboriginal and Torres Strait Islander Cultural

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Heritage Register, via the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP) website²;

- 1.2.6.2 List any relevant registered cultural heritage bodies and parties, designated landscape areas, cultural heritage studies and cultural heritage management plans existing over the proposed activity site and surrounding area. This information is publicly available from the Aboriginal and Torres Strait Islander Cultural Heritage Register;
- 1.2.6.3 Refer to the DSDSATSIP Cultural Heritage Duty of Care Guidelines and indicate which category (1-5) the proposed activity is proposed to proceed under;
- 1.2.6.4 Describe, with reference to section 23 of the *Aboriginal Cultural Heritage Act 2003* (Qld) or the *Torres Strait Islander Cultural Heritage Act 2003* (Qld), how the cultural heritage duty of care will be complied with. Applicants may use the *DES Operational policy – Management of Indigenous Cultural Heritage on QPWS estate* and the *Procedural guide – Managing Indigenous Cultural Heritage* as guidance;
- 1.2.6.5 Provide details of any relevant consultation or planning to date with any First Nations cultural heritage party.

1.2.7 Non-indigenous cultural heritage

- 1.2.7.1 Identify any national, State or local heritage places or heritage protected areas over the proposed activity site and surrounding area. Refer to the Australian Heritage Database (AHD), the Queensland Heritage Register (QHR) for places of national and State level significance. For places of local heritage significance any relevant Local Heritage Register or identified in a local government planning scheme. Both the AHD and QHR provide publicly available online search tools;
- 1.2.7.2 Attach the results of any cultural heritage searches and reports.

1.2.8 Impacts to social, recreational and economic resources and values

- 1.2.8.1 Describe any known recreation, tourist and commercial uses of the proposed activity site and surrounding area;
- 1.2.8.2 Describe any impacts and potential impacts from the proposed activity on any recreational, tourist and commercial uses at the site and the surrounding area, including noise, light, waste or pollution;
- 1.2.8.3 Describe any impacts and potential impacts (including short and long term) from the proposed activity on the natural, social, cultural, scenic amenity, recreational and economic values of the site and the surrounding area;
- 1.2.8.4 Describe any impacts and potential impacts from the proposed activity on First Nations people rights and interests at the site and the surrounding area, and include details of the outcomes of consultation;
- 1.2.8.5 Describe any potential increased pressure on existing amenities such as power, water and waste management facilities;
- 1.2.8.6 If known, describe any other known users of the area, such as beekeepers or graziers, and the impacts of the activity on those other users.

1.3 Operational plan

An operational plan(s) is the applicant or entity's plan to manage the impacts on the key environmental matters identified and it forms part of the EMP for the activity. An operational plan(s) may be written as a single

² Note that the Cultural Heritage Register may not have a complete record of all cultural heritage sites for the area. Consultation with the traditional owners of the area is recommended to identify if the proposed project has a risk of causing harm to cultural heritage values.

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comprehensive document, or it may be split into specific documents for each environmental matter. The length and complexity of the operational plan(s) will depend on the size, scale, impact and resources of the entity and the proposed activity.

1.3.1 Operational plan requirements

- 1.3.1.1 Provide a comprehensive operational plan incorporating each key environmental matter identified under section 1.2 'Key environmental matters'. Where distinct environmental matters or sub-matters are identified, separate operational plans for various matters may be provided. Where any key matter is not addressed in any operational plan, provide justification;
- 1.3.1.2 Applicants may use their own structure and format to present their operational plan(s). A suggested template is provided at Appendix 2.

1.4 EMP implementation

1.4.1 Implementation plan

Describe how the objectives of the EMP will be met and how the comprehensive operational plan and any matter-specific operational plans will be adhered to, for example:

- 1.4.1.1 Seeking consultation and approval from QPWS&P on the management of impacts and implementation of specific management actions;
- 1.4.1.2 The development of associated operational plans for the site and aspects of the proposed activity (for example, construction plans) is guided by the EMP;
- 1.4.1.3 Incorporating EMP management actions into roles and responsibilities of personnel involved in the construction and operation of the proposed activity;
- 1.4.1.4 Records management and overall reporting procedures in relation to matters identified in the EMP, both internally and to QPWS&P;
- 1.4.1.5 Complying with incident, hazard and complaint reporting procedures;
- 1.4.1.6 Triggers for investigating non-compliance with the EMP;
- 1.4.1.7 Internal and external (QPWS&P) auditing, inspection procedures and scheduling;
- 1.4.1.8 Provisions and schedules for reviewing, amending and updating of the EMP, as discussed and agreed by QPWS&P. EMPs should be reviewed and renewed every five years at a minimum.

1.5 Reinstatement or rehabilitation plan

Provide a comprehensive reinstatement or rehabilitation plan, where this is required. A reinstatement or rehabilitation plan may not be required for all proposed activities. It may not be required where a proposed activity is not extending the footprint of an existing structure and/or is not undertaking any clearing, such as a co-user of an existing telecommunications facility. First Nations peoples traditional knowledge may assist in determining the pre-disturbance condition.

Note that in this section:

Pre-disturbance (or equivalent) condition is the state of the land prior to any development or disruption of natural values, or a state that provides equivalent ecological functionality, ecological diversity and landscape form.

Pre-activity condition refers to the condition of the land immediately prior to the commencement of the activity. Depending on whether the project site has been previously disturbed or cleared, pre-activity may

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be the same as pre-disturbance condition.

Final state of the land refers to the complete reinstatement/rehabilitation of land to the pre-disturbance (or equivalent) condition.

Stable state refers to the rehabilitation of land to a point that it will naturally, over time and without additional management, transform into a final state that reflects pre-disturbance (or equivalent) condition.

1.5.1 Reinstatement or rehabilitation plan content requirements

- 1.5.1.1 Describe the current condition of the project site – whether it is native vegetation, previously cleared or disturbed, or presently occupied by other structures and/or users;
- 1.5.1.2 Describe the extent of land that will be disturbed by the proposed activity and that will subsequently require reinstatement/rehabilitation;
- 1.5.1.3 Describe the condition that reinstatement or rehabilitation actions aim to achieve, whether it be pre-disturbance (or equivalent), pre-activity, or if no reinstatement/rehabilitation is proposed to occur. Note that, even where an activity occurs on already disturbed or cleared areas, there is an expectation that reinstatement or rehabilitation will restore the land to pre-disturbance state. Justification must be provided if the land is proposed to be restored only to pre-activity level or no reinstatement or rehabilitation is proposed;
- 1.5.1.4 Describe whether, prior to relinquishing the authority over the area, the area will be completely reinstated or rehabilitated or only to a state that allows the eventual complete reinstatement or rehabilitation. If complete reinstatement or rehabilitation is not proposed provide justification as to why this is not necessary or possible, and estimate how long the area will take to be completely reinstated or rehabilitated;
- 1.5.1.5 Provide details of the values, and features and systems that will be re-established as part of the reinstatement or rehabilitation, such as specific ecosystems or species habitat, landscape form, waterways or drainage features and ecological functions;
- 1.5.1.6 Provide map(s) showing the extent of land that is required to be reinstated or rehabilitated;
- 1.5.1.7 Provide map(s) showing the proposed final, reinstated or rehabilitated state of the land (for example, the locations of restored habitat, regional ecosystems or landforms).

1.5.2 Reinstatement or rehabilitation actions

- 1.5.2.1 Describe all progressive and specifically timed reinstatement or rehabilitation actions that will occur throughout the construction, operation and decommissioning stages of the proposed activity;
- 1.5.2.2 Describe specific actions to be undertaken (e.g., revegetation, weed removal, excavation, removal of structures and infrastructure);
- 1.5.2.3 Describe the environmental/ecological objective to be achieved by each action (e.g., the specific species or habitat to be restored or the specific landform to be reformed or replaced);
- 1.5.2.4 Describe the works, equipment and personnel that will be required to undertake the rehabilitation action (if known);
- 1.5.2.5 Provide a map(s) showing the locations of specific reinstatement or rehabilitation actions that will occur in and adjacent to the project site.

1.5.3 Reinstatement or rehabilitation schedule

- 1.5.3.1 Provide a timeline showing the implementation and expected completion dates of specific reinstatement or rehabilitation actions identified in this section of this appendix. If reinstatement or rehabilitation is aiming to provide a stable state, an estimate of the timeframes required to reach final state must be provided.

Appendix 2 – Example Operational Plan

Example format for an Operational Plan:

Description of key environmental matter(s)		
<p>Address any relevant content requirements under section 1.2 'Key environmental matters'. Provide a description of how the key environmental matters relate to the proposed activity, including:</p> <ul style="list-style-type: none"> the risks posed by the proposed activity to each matter and its known associated values, including consideration of impacts at construction, operation, maintenance, de-commissioning and reinstatement/rehabilitation phases of the activity; an impact assessment for each key environmental matter(s) and any known value identified, addressing any short-, medium- and long-term impacts and the scale, intensity and duration of any impact; how impacts are unlikely to occur, despite the value being present in or in close proximity to the activity site and the reasons for this (where applicable). 		
Environmental Objective(s)		
<p>State the primary objective(s) to be achieved in managing the key environmental matter(s).</p> <p>The environmental objective(s) must propose and describe avoidance, mitigation and management strategies for the protection or enhancement of key environmental matters and their known associated values.</p>		
Performance Criteria		
<p>State how success in meeting the objectives will be determined, for example stating that:</p> <ul style="list-style-type: none"> All works comply with applicable or relevant legislation, agreements, codes of practice and/or industry standards; Specific mitigation measures are implemented to manage risks to environmental matters and their known associated values; Monitoring and reporting measures demonstrate that the environmental objective(s) are being met; or Corrective action(s) are undertaken to respond to and address any impacts. <p>Performance criteria must be cited for all known potential impacts.</p>		
Mitigation Measures	Responsibility	Timing
<p>Describe measure(s) to be taken to mitigate the impacts to environmental matters and values and to achieve the environmental objective. Mitigation measures must be identified for all potential impacts on key environmental matters and known values.</p> <p>Where a 'prescribed environmental matter' under the Environmental Offsets Act 2014 (Qld) (Offsets Act) is threatened and a significant residual impact cannot be completely avoided or mitigated, an environmental offset under the Offsets Act may be required. Details of any offset</p>	<p>List person(s) responsible for carrying out the mitigation measure or any offset proposal.</p>	<p>Describe when the mitigation will be required, for example during construction, operation, maintenance or at all times.</p>

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<i>conditions must be provided. It should also be noted that environmental offsets may not be appropriate in a world heritage area because "Outstanding Universal Value" is irreplaceable.</i>		
Monitoring	Responsibility	Timing
<i>Describe how the mitigation measure(s) will be monitored, and how incidents that jeopardise meeting of the environmental objective(s) will be identified – e.g., direct monitoring of the area and regular inspections.</i>	<i>List person(s) responsible for carrying out monitoring.</i>	<i>Describe when the monitoring will be implemented, for example during construction, during operation, at all times or in response to complaint.</i>
Reporting	Responsibility	Timing
<i>Describe how incidents that jeopardise meeting of the environmental objective will be reported and responded to.</i>	<i>List person(s) responsible for reporting and responding to incidents.</i>	<i>Describe when reporting will be required, for example in response to identification of incident.</i>
Corrective Action	Responsibility	Timing
<i>Describe actions to respond to general and specific incidents, and how issues will be rectified to meet the environmental objective for that value.</i>	<i>List person(s) responsible for corrective actions.</i>	<i>Describe when corrective actions will occur, for example, following identification of the issue or upon receiving a complaint.</i>