

Have your say fact sheet

Draft terms of reference for an environmental impact statement

Environmental impact statement process

The Queensland Coordinator-General has the power to declare a project a 'coordinated project for which an environmental impact statement (EIS) is required' under section 26(1)(a) of the *State Development and Public Works Organisation Act 1971* (SDPWO Act).

The declaration triggers the requirement for a project proponent to prepare an EIS and submit it to the Coordinator-General. The purpose of an EIS is to examine and address the project's potential direct and indirect environmental, social and economic impacts.

Draft terms of reference

The Coordinator-General prepares draft terms of reference (TOR) for the EIS for each coordinated project. The TOR sets out the matters the proponent must address when preparing the EIS.

Why am I being consulted?

The public and government advisory agencies are invited to make a submission on whether the draft TOR adequately covers all the matters the project proponent must address when preparing the EIS.

Where are consultations advertised?

A list of open public consultations is available at haveyoursay.coordinatorgeneral.qld.gov.au.

A public notice also appears in state and local newspapers at the start of the consultation period.

How do I make a submission?

Follow the instructions on the website or in the public notice for details about how to make a submission on the draft TOR and the consultation closing date. Send your comments online (preferred) or by email or post.

If you are sending your submission by email, or post, it is preferred that you complete and send the attached form. However, you may provide your written submission in any format.

Submission checklist

When making a submission:

- clearly state your matter/s of concern or interest and list points to help with clarity
- reference the relevant section/s and/or page number(s) of the draft TOR
- explain why you believe any new or revised text should be included in the TOR
- avoid comment on the merits of the project or its impacts
- ensure your submission is legible.

Note: Under section 157O of the SDPWO Act, it is an offence to give the Coordinator-General a document that contains information known to be false or misleading.

What happens next?

The Coordinator-General will consider all submissions made on the draft TOR before finalising the document, issuing it to the proponent and making it available on the department's website at www.coordinatorgeneral.qld.gov.au. The proponent then has up to 18 months to prepare a draft EIS in accordance with the final TOR.

Once the Coordinator-General decides the draft EIS is acceptable, it will be made available for public comment, usually for a six-week period.

Privacy

Submissions are made as part of a public consultation process and are not confidential. Your submission, including any personal information you provide in connection with your comments, may in the course of and for the purposes of evaluating the draft EIS, performing functions under the SDPWO Act or complying with obligations under other legislation, be disclosed by the Coordinator-General to the project proponent and to other local, state and Australian Government agencies. Your personal information will otherwise be dealt with in accordance with the *Information Privacy Act 2009 (Qld)*.

The Coordinator-General is authorised under Part 4 of the SDPWO Act to collect personal information as part of the public notification process.

Documents in the possession or under the control of the Coordinator-General are also subject to the *Right to Information Act 2009 (Qld)*.

If you have any concerns about the sharing of information, please contact the project team at cpdinfo@coordinatorgeneral.qld.gov.au.

Further information

If you have a question about the consultation process, please contact the coordinated projects team at cpdinfo@coordinatorgeneral.qld.gov.au.

General information about the Coordinator-General's EIS evaluation process is available at [Environmental impact assessments for coordinated projects | Office of the Coordinator-General](#).

Consultation submission form: Draft terms of reference

Complete this form if you wish to provide a submission by email or post. To make a submission online visit haveyoursay.coordinatorgeneral.qld.gov.au.

Name of project

Please write the project name exactly as it appears in the public notice or at haveyoursay.coordinatorgeneral.qld.gov.au.

Your details

Full name		Organisation (if relevant)	
Postal address		Phone number	
		Mobile number	
		Email address	
	Post code		
Signature		Date	

Note

- A submission by more than one person must be signed by each submitter.

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Your comments on the draft terms of reference

Section or paragraph no.	Describe the issue e.g. water quality	Suggested change/s to draft TOR including reasons

Note

- If there is not enough space on this form, please attach additional pages and include your full name and the name of the project on all separate pages.
- Send the completed form to cpdinfo@coordinatorgeneral.qld.gov.au or the postal address shown in the newspaper public notice. If you require assistance, please telephone 1800 001 048.
- You must provide your comments by the closing date shown in the public notice and on the consultation website.

Privacy

- Comments are made as part of a public consultation process and are not confidential. Your comments, including any personal information you provide in connection with your comments, may in the course of and for the purposes of evaluating the draft EIS, performing functions under the SDPWO Act or complying with obligations under other legislation, be disclosed by the Coordinator-General to the project proponent and to other local, state and Australian Government agencies. Your personal information will otherwise be dealt with in accordance with the *Information Privacy Act 2009* (Qld).
- The Coordinator-General is authorised under Part 4 of the SDPWO Act to collect personal information as part of the public notification process.
- Documents in the possession or under the control of the Coordinator-General are also subject to the *Right to Information Act 2009* (Qld).
- If you have any concerns about the sharing of information, please contact the project team at [insert project email address].

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