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| Have your say on draft terms of reference for an environmental impact statement | fact sheet |

# Environmental impact statement process

Queensland’s Coordinator-General has the power to declare a project a ‘coordinated project for which an environmental impact statement (EIS) is required’ under Part 4, section 26(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 for the project. The purpose of an EIS is to examine and address the project’s potential direct and indirect environmental, social and economic impacts.

# What are 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 comment 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 [https://haveyoursay.dsd.qld.gov.au](http://haveyoursay.dsdip.qld.gov.au)

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

# How do I comment?

Send your comments using **one** of the following methods:

* **Online**—visit <https://haveyoursay.dsd.qld.gov.au>
* **Email, post or fax**—refer to the public notice or the above website for details.

If you are sending your comments by email, post or fax, either use the attached comment form or prepare your own written comments.

# Comment checklist

When commenting:

* clearly state the 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
* **do not** comment on the merits of the project or its impacts—that opportunity will come when the EIS is released for public consultation
* ensure your comments are legible (if providing handwritten comments).

**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 comments 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.statedevelopment.qld.gov.au/cg** The proponent then has up to 18 months to prepare a draft EIS in accordance with the final TOR.

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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

The Coordinator-General is authorised to collect personal information under Schedule 2 and section 29 of the SDPWO Act. Your personal information will be used for the purpose of considering your comments, assessing the draft TOR, completing the EIS process and the performance of functions under the Act and other legislation relevant to the proposed project.

Your personal information will be disclosed to the project proponent and other government agencies involved in the proposed project, and is also subject to disclosure under the *Right to Information Act 2009*. Your personal information will not otherwise be disclosed, unless disclosure is authorised or required by law, or is permitted under the *Information Privacy Act 2009*.

# More information

If you have a question about a particular consultation, please contact the relevant EIS project manager (see the public notice or the consultation website for details).

General information about the Coordinator-General’s EIS evaluation process is available at [www.statedevelopment.qld.gov.au/cg](http://www.statedevelopment.qld.gov.au/cg)

**Comment form: Draft terms of reference (TOR)**

Please complete this form only if you wish to provide comments by email, post or fax. To submit your comments online, visit <https://haveyoursay.dsd.qld.gov.au>

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| **Name of project**  ………………..………………………………………………………………………………………………………………………………………………………………………………………………………….  Please write the project name exactly as it appears in the newspaper public notice or at **https://haveyoursay.dsd.qld.gov.au** |

**Your details (please print)**

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| **Full name**  ……………………………………………………………………………………………………….…… | **Organisation (if relevant)**  ……………………………………………………………………………..………………………. |
| **Postal address**  …………………………………………………………..……………………..…………...…..………….  …………………………………………………………………………...……………………..………….  ………………………………………………….……………**Postcode** .………………………………. | **Phone number** (……….) ………………………………………………....…… |
| **Email address**  ………………………………………………………………………………...……………………... |
| **Signature** ……………………………………………………………… **Date** ……../……../20………. | |

**Your comments on the draft TOR (please print)**

|  |  |  |
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| **Section or paragraph no.** | **Topic—e.g. water quality** | **Suggested change(s) to draft TOR, including reasons for the change(s)** |
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* If there is not enough space on this form, please attach additional pages. Please write your full name and the name of the project on any separate pages.
* Send the completed form to the email/postal address/fax number shown in the newspaper public notice. If you require assistance, please telephone **13 QGOV** (13 74 68).
* You **must** provide your comments by the closing date shown in the public notice and on the consultation website.