# Appendix 4. Table—Steps in environmental impact statement (EIS) process, responsibilities and resources



This table describes the key steps in the EIS process under *Environmental Protection Act 1994* (EP Act). It collates all the tables outlined in [section 4](#section_4) of the EIS process guideline into one section.

## Quick links

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Tables 9, 14 and 17 are only relevant if the chief executive refuses to allow the draft TOR or EIS to proceed to the next step under section 41A(4), 49(7) and/or 56A(6) and the proponent chooses to resubmit the draft TOR or an amended EIS.

## Administration (Table 2)

|  |  |
| --- | --- |
| Question | Instructions |
| How to contact the Department of Environment, Science and Innovation (DESI)? | The EIS process under the EP Act is administered by the department’s Environmental Impact Assessment team. Any EIS queries can be directed to this unit, which can be contacted via email: eis@des.qld.gov.au or on telephone 13 74 68 (13 QGOV) during business hours 9.00am–5:00pm on business days |
| How to lodge forms and documents? | Lodge all application, forms and EIS documents to DESI through the EIS coordinator via eis@des.qld.gov.au. To submit larger documents such as EIS documents and spatial data, you may use a document sharing folder; please liaise with the EIS coordinator when needed |
| How much are the fees? | Fees apply for the following EIS assessment stages:* an application fee for a voluntary EIS when lodging the application
* an application fee for a decision on whether an EIS would be required for an (environmental authority) EA application
* fees for the draft TOR and the EIS when submitting the documents
* when the proponent provides a notice of an amendment to an EIS not related to matters raised in submissions on the EIS under section 56(2) of the EP Act.

Fees are subject to an annual Consumer Price Index adjustment. The latest information on [prescribed fees](https://www.qld.gov.au/environment/pollution/management/eis-process/about-the-eis-process/fees) is available on the Queensland Government’s website |
| How to pay fees? | To organise payment of fees, contact the EIS coordinator eis@des.qld.gov.au |
| What information is available to support proponents? | Figure 2 summaries all the guidance material and includes links. All guidance material is available on the Queensland Government’s [EIS resources page](https://www.qld.gov.au/environment/management/environmental/eis-process/resources). Also, department documents can be obtained by entering a documents individual number (e.g., ESR/2020/5307) as a term into the search button on the Queensland Government’s website |
| How to the change the project name, proponent or project? | Use the following form to advise DESI of changes to project, proponent, consultants or contact details: [Changes to projects undergoing EIS assessment under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2023/6496). You must also liaise with the Australian Environment department |
| Can a consultant act on behalf of a proponent?  | All correspondence and notices will be issued to the proponent(s). Proponent(s) can give authority for consultants to correspond with the department through:* selecting the box on the voluntary EIS or EIS decision application forms
* providing the department with a letter from the Proponent’s assigned signatory.

Proponents can use the following form to advise the department of any changes to consultants or contact details: [Changes to projects undergoing EIS assessment under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2023/6496) |

## Enquiry and pre-lodgement (Table 3)



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | Submit form to DESI to request pre-lodgement meeting | - | - | To request a meeting with the department please lodge the [Application for pre-lodgement services](https://www.qld.gov.au/environment/_resources/forms/application-for-pre-lodgement-services) forms (ESR/2015/1664 and ESR/2023/6440). Information on [SIA](https://www.statedevelopment.qld.gov.au/coordinator-general/strong-and-sustainable-resource-communities/social-impact-assessment) is available on the [Department of State Development and Infrastructure (DSDI)](https://www.statedevelopment.qld.gov.au/) website |
| Proponent | [ ]  | Attend pre-lodgement meeting(s) with department | **-** | **-** |
| Proponent | [ ]  | Attend pre-lodgement meeting(s) with social impact assessment (SIA) team within the Office of the Coordinator-General (OCG) to discuss requirements under the SSRC Act | **-** | **-** |
| DESI | [ ]  | Attend pre-lodgement meetings | - | - | - |
| DESI | [ ]  | Assist proponent with organising pre-lodgement meeting with the OCG | - | - | - |

## Application



Also refer to Figure 6 for a more detailed diagram of the application stage for EA and EIS processes under EP Act showing the four different avenues (Tables 4, 5, 7 and 7) where an EIS may be required or voluntarily prepared.

### Application—Amendment to a site-specific EA application (Table 4)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | Submit to DESI application to amend site-specific EA and progressive rehabilitation and closure plan (PRC plan) | 224 | - | See [Business Queensland](https://www.business.qld.gov.au/running-business/environment/licences-permits/) website e.g., [Applying for an environmental authority](https://www.business.qld.gov.au/running-business/environment/licences-permits/applying) and [Lodging your environmental authority application](https://www.business.qld.gov.au/running-business/environment/licences-permits/applying/lodging) |
| DESI | [ ]  | Determine if the application is properly made | 227AAA | 10bd | - |
| DESI | [ ]  | Make assessment level decision (minor or major amendment) | 228 | 10bd \* | - |
| DESI | [ ]  | Chief executive determines if an EIS is required (major amendments only) | 143, 232 | - | Decision criteria: Chief executive uses the department’s guideline [Criteria for EIS for resource projects under the EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/2160) including the standard criteria under the EP Act |
| DESI | [ ]  | If an EIS is required, issue information request notifying the proponent | 232 | 20-30bd | - |

### Application—New site-specific EA application (Table 5)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | Submit to DESI site-specific EA application  | 124 | - | See [Business Queensland](https://www.business.qld.gov.au/running-business/environment/licences-permits/) website e.g., [Applying for an environmental authority](https://www.business.qld.gov.au/running-business/environment/licences-permits/applying) and [Lodging your environmental authority application](https://www.business.qld.gov.au/running-business/environment/licences-permits/applying/lodging) |
| DESI | [ ]  | Determine if the application is properly made | 127 | 10bd | - |
| DES I | [ ]  | Chief executive determines if an EIS is required | 143 | - | Decision criteria: Chief executive uses the department’s guideline [Criteria for EIS for resource projects under the EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/2160) including the standard criteria under the EP Act |
| DESI | [ ]  | If an EIS is required, issue information request notifying the proponent  | 140 | 20-30bd | - |

### Application—Voluntary EIS application (Table 6)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | Submit to DESI:* application form
* Initial advice statement (IAS)
* IAS checklist
* information to establish that the proponent may enter land to which the project relates to carry out any necessary studies for the EIS
* interested and affected persons list (as separate document)
 | 7071 | - | Forms* [Application to prepare a voluntary EIS](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/2160)
* Checklist—IAS content ([Appendix 5](#_Appendix_5._Checklist—Initial) of this guideline, ESR/2016/2171)
* Checklist—Interested and affected persons ([Appendix 6](#_Appendix_6._Checklist—Interested) of this guideline, ESR/2016/2171)
* Checklist—Information to establish that the project may access land to carry out EIS studies for voluntary EIS application([Appendix 7](#_Appendix_7._Checklist—Information) of this guideline, ESR/2016/2171)
 |
| Proponent | [ ]  | Pay fee | 71(d)(ii) | - | [Information on fees](https://www.qld.gov.au/environment/management/environmental/eis-process/about-the-eis-process/fees)To organise payment of fees, please email eis@des.qld.gov.au and request instructions |
| DESI | [ ]  | Assess if application is valid and liaise with proponent if more information is needed |  | - | - |
| DESI | [ ]  | Considers the application. Chief executive decides to either grant or refuse the application | 72(1) | - | Decision criteria: Chief executive uses the department’s guideline [Criteria for EIS for resource projects under the EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/2160) including the standard criteria under the EP Act. |
| DESI | [ ]  | Give the proponent a written notice stating the decision, and the reasons for it | 72(3) | 10bd | - |

### Application—Decision on whether an EIS would be required for an EA application (Table 7)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | Submit to DESI:* Application form
* IAS
* IAS checklist

**Optional:** If proponent is also applying for approval to prepare an EIS for a project if the chief executive decides an EIS would not be required for an EA application, submit to DESI:* information to establish that the proponent may enter land to which the project relates to carry out any necessary studies for the EIS
* interested and affected persons list (as separate document)
 | 73A73B | - | Forms* [Application for a decision on whether an EIS would be required for an EA application](https://www.qld.gov.au/environment/management/environmental/eis-process/resources)(ESR/2016/5490)
* Checklist—IAS content([Appendix 5](#_Appendix_5._Checklist—Initial) of this guideline ESR/2020/2171)

The following forms are only relevant if also applying to voluntarily prepare an EIS:* Checklist—Interested and affected persons ([Appendix 6](#_Appendix_6._Checklist—Interested) of this guideline, ESR/2016/2171)
* Checklist—Information to establish that the project may access land to carry out EIS studies for voluntary EIS application([Appendix 7](#_Appendix_7._Checklist—Information) of this guideline, ESR/2016/2171)
 |
| Proponent | [ ]  | Pay fee | 73B(d) | - | * [Information on fees](https://www.qld.gov.au/environment/management/environmental/eis-process/about-the-eis-process/fees)
* To organise payment of fees, please email eis@des.qld.gov.au and request instructions
 |
| DESI | [ ]  | Assess if application is valid and liaise with proponent if more information is needed | - | - | - |
| DESI | [ ]  | Considers the application. Chief executive decides to either grant or refuse the application | 73C | - | Decision criteria: Chief executive uses the department’s guideline [Criteria for EIS for resource projects under the EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/2160) including the standard criteria under the EP Act |
| DESI | [ ]  | Give the proponent a written notice stating the decision, and the reasons for it. | 73C(4) | 10bd | - |

## Simple flowchart diagram detailing the progression of the key stages of the EIS process under the EP Act. There is a box around the third stage ‘draft terms of reference’.Terms of reference

### Draft TOR (Table 8)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | If the project is being assessed under the bilateral agreement or accredited process, at least 6 weeks prior to your planned submission date, request via EIA coordinator a ‘project specific matters of national environmental significance (MNES) Appendix’ from Australian Environment Department | - | - | A full set of terms of reference for MNES is provided on a project specific basis by Australian Environment Department and included as an Appendix in [Approved form for submission of a draft TOR](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2017/4038) |
| DESI | [ ]  | Request a ‘project specific MNES Appendix’ from Australian Environment Department. | - | - | - |
| Proponent | [ ]  | Submit to DESI:* Project specific draft TOR in the approved form including MNES chapter if relevant
* Completed draft TOR form
* If not previously provided or the previous version needs updating:
* IAS
* completed IAS checklist
* interested and affected persons list (as a separate document)
 | 41 | - | Forms* [Approved form for submission of a draft TOR](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2017/4038)
* [Submission of a draft TOR for project assessed by EIS process under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources)  (ESR/2023/6499).

Include the ‘project specific’ TOR for MNES provided by the Australian Environment Department into Appendix 1 of the [Approved form for submission of a draft TOR](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2017/4038).If relevant:* Checklist—IAS content([Appendix 5](#_Appendix_5._Checklist—Initial) of this guideline, ESR/2016/2171)
* Checklist—Interested and affected persons ([Appendix 6](#_Appendix_6._Checklist—Interested) of this guideline, ESR/2016/2171)
 |
| Proponent | [ ]  | Pay fee | 41(2)(b) | - | * [Information on fees](https://www.qld.gov.au/environment/management/environmental/eis-process/about-the-eis-process/fees)
* To organise payment of fees, please email eis@des.qld.gov.au and request instructions
 |
| DESI | [ ]  | Assess if draft TOR submission is valid and liaise with proponent if needed | - | - | - |
| DESI | [ ]  | Review the draft TOR and accompanying documents. Chief executive decides whether to allow the draft to proceed to public notification | 41A | 15bd | Decision criteria: EP Act s. 41A(3) |
| DESI | [ ]  | Give the proponent notice of decision | 42(1) or41A(4) |

### Draft TOR resubmission (if refused) (Table 9)

Tables 9 is only relevant if the chief executive refuses to allow the draft TOR to proceed to the next step under section 41A(4) and the proponent chooses to resubmit the draft TOR and response to comments.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | If DESI refused to allow draft TOR to proceed to public notification **may** choose to:* liaise with department
* amend draft TOR and IAS
 | - | - | - |
| Proponent | [ ]  | May submit to DESI:* amended project specific draft TOR in the approved form (ESR/2017/4038)
* completed draft TOR form (ESR/2023/6499)
* amended IAS
* amended IAS checklist
* updated Interested and Affected persons checklist (as a separate document)
 | 41B | - | Forms* [Approved form for submission of a draft TOR](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2017/4038)
* [Submission of a draft TOR for project assessed by EIS process under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2023/6499)
* Checklist—IAS content ([Appendix 5](#_Appendix_5._Checklist—Initial) of this guideline, ESR/2016/2171)
* Checklist—Interested and affected persons ([Appendix 6](#_Appendix_6._Checklist—Interested) of this guideline, ESR/2016/2171)
 |
| DESI | [ ]  | Assess if amended draft TOR submission is valid and liaise with proponent if needed | - | - | - |
| DESI | [ ]  | Reviews the amended draft TOR and accompanying documents. Chief Executive decides whether to allow the draft to proceed to public notification | 41A | 15bd | Decision criteria: EP Act s. 41A(3) |
| DESI | [ ]  | Give the proponent notice of decision | 42(1) or41A(4) |  | - |
| Note: After resubmitting again and the chief executive **refuses** to allow the resubmitted draft TOR to proceed, the proponent cannot resubmit the draft TOR. However, they can submit a new draft TOR under EP Act s. 41 in relation to the project. |

### Simple flowchart diagram detailing the progression of the key stages of the EIS process under the EP Act. There is a box around the fourth stage ‘public notification of draft terms of reference’.Draft TOR publication (Table 10)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| DESI | [ ]  | Publish TOR notice | 43(1) | 5bd (after giving notice) | - |
| Proponent | [ ]  | Give TOR notice to interested and affected persons | 43(3) | 5bd (after DESI gives a copy of notice) | - |
| Proponent | [ ]  | Reimburse DESI for any reasonable costs incurred in publishing the notice 43(2) | 43(2) | - | DESI will send invoice to proponent |
| Public | [ ]  | Public notification of the draft TOR | 43(3) | 30bd (minimum) | Public may use the Department’s [Draft TOR commenting template](https://www.qld.gov.au/environment/management/environmental/eis-process/projects/have-your-say-on-an-eis) (ESR/2018/4084) to make comments on a draft TOR |

### Response to comments and final TOR (Table 11)



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| DESI | [ ]  | Gives a copy of all comments received on the draft TOR to proponent | 44 | 10bd | - |
| Proponent | [ ]  | Review comments received on the draft TOR  | - | - | - |
| Proponent | [ ]  | Provides to the department:* completed draft TOR checklist
* a written summary of the comments
* a statement of the proponent’s response to the comments
* any amendments of the draft TOR the proponent proposes because of the comments (all changes must be tracked)
 | 45 | 20bd (EP Reg r. 11) | Forms:* [Submission of a draft TOR for project assessed by EIS process under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2023/6499). This form (which is also replicated in [Appendix 9](#_Appendix_9._Checklist—Submission) of this guideline ESR/2023/6498) provides guidance on documents to be provided at this step.
 |
| DESI | [ ]  | Chief executive:* considers the comments and the proponent response
* prepares the final terms of reference
* gives the proponent a copy of the final terms of reference
* publishes the final terms of reference
 | 46 | 20bd (EP Reg r. 12) | - |

## EIS

### Simple flowchart diagram detailing the progression of the key stages of the EIS process under the EP Act. There is an arrow pointing to the space between the fifth stage 'final terms of reference' and the sixth stage 'EIS submission'.EIS preparation (Table 12)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | Conduct studies, assessments and prepare EIS. Engage consultants as needed | - | - | EIS must address the projects final TOR. Department’s 19 [EIS information guidelines](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) which informs proponents about the matters to be assessed when preparing an EIS |
| Proponent |[ ]  Implement consultation plan including liaising with OCG on SIA matters and other relevant government agencies  | - | - | - |
| Proponent |  | May wish to provide draft SIA section to OCG for input (optional depending on OCG availability) | - | - | Information on [SIA process](https://www.statedevelopment.qld.gov.au/coordinator-general/strong-and-sustainable-resource-communities/social-impact-assessment) and contacts for OCG |
| DESI | [ ]  | Liaise with proponent | - | - | - |

### Simple flowchart diagram detailing the progression of the key stages of the EIS process under the EP Act. There is a box around the sixth stage ‘EIS submission’.EIS submission (Table 13)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | Submit to DESI: * EIS
* shapefiles
* completed EIS submission form
* completed EIS format checklist
 | 47 | Within 2 years of final TOR\* | Forms: * [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/6498)
* Checklist—EIS document standards (Attachment 1 of [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources), ESR/2023/6498)
 |
| Proponent | [ ]  | Pay fee | 47(2) | - | [Information on fees](https://www.qld.gov.au/environment/management/environmental/eis-process/about-the-eis-process/fees)To organise payment of fees, please email eis@des.qld.gov.au to request instructions |
| DESI | [ ]  | Reviews the EIS and chief executive decides to: * allow the EIS to proceed, with or without conditions; or
* refuses to allow it to proceed
 | 49(1), 49(3), 49(3A) | 20bd\* | Decision criteria: EP Act ss. 49(3) and 49(3A) |
| DESI | [ ]  | Give written notice to proponent of the decision | 49(6) or 49(7) | 10bd | - |

### EIS resubmission (if refused) (Table 14)

Table 14 is only relevant if the chief executive refuses to allow the EIS to proceed to the next step under section 49(7) and the proponent chooses to resubmit an amended EIS.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | If the chief executive refuses to allow EIS to proceed or proceed with conditions, the proponent may resubmit to DESI: * amended EIS
* shapefiles
* completed EIS submission form (ESR/2023/6498)
* completed EIS format checklist (Attachment 1 of ESR/2023/6498)
 | 49A | 3 months (or agreed period) | Forms: * [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/6498)
* Checklist—EIS document standards (Attachment 1 of [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources), ESR/2023/6498)
 |
| Proponent | [ ]  | Pay fee | 49A(4) | - | [Information on fees](https://www.qld.gov.au/environment/management/environmental/eis-process/about-the-eis-process/fees)To organise payment of fees, please email eis@des.qld.gov.au to request instructions |
| DESI | [ ]  | Review the **amended** EIS and chief executive decides to either allow the EIS to proceed or refuse to allow it to proceed | 49A(5)49A(6),49(1), 49(3), 49(3A) | 20bd\* | Decision criteria: EP Act ss. 49(3) and 49(3A) |
| DESI | [ ]  | Give written notice to proponent of the decision | 49(7) | 10bd | If refused to proceed, the proponent **cannot** resubmit an amended EIS again for that section |

### EIS public notification (Table 15)



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | Prepare EIS notice and sends to DESI for review | - | - | Refer to the department’s guideline [EIS notice](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/2172) |
| Proponent | [ ]  | Finalise EIS notice | - | - | - |
| Proponent | [ ]  | Provide EIS notice to [interested](#Interestedperson) and [affected persons](#Affectedperson)  | 51(2)(a) | Within 20bd of department giving notice | - |
| Proponent | [ ]  | Publish the EIS notice  | 51(2)(b)EP Reg r. 8 | After giving notice to interested and affected persons | - |
| Proponent | [ ]  | Make a copy of the submitted EIS available on a website | 51(4)(c) | From start of public consultation period until 2 years after the EIS assessment report is finalised | - |
| Proponent | [ ]  | Provide to DESI a statutory declaration of compliance with notice requirements | 53 | 10bd (after the EIS notice is published) | Refer to the department’s guideline [EIS notice](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/2172) |
| Public | [ ]  | Public notification of the EIS | 49(4) | 30bd (minimum) | Public can use the Department’s [EIS Submission template](https://www.qld.gov.au/environment/management/environmental/eis-process/projects/have-your-say-on-an-eis) (ESR/2018/4085) to make a submission on the EIS |

### Response to submissions and amended EIS (Table 16)



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| DESI | [ ]  | Provide submissions to proponent | 56(1) | 10bd | - |
| Proponent | [ ]  | Provide to the department:* a summary of the submissions
* a response to submissions
* amended EIS
 | 56(2), 56(3), 66 | 20bd\* | Forms: * [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/6498). This form (which is also replicated in [Appendix 11A](#_Appendix_11A._Checklist—Submission) of this guideline ESR/2023/6498) provides guidance on documents to be provided at this step.
* Checklist—EIS document standards (Attachment 1 of [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources), ESR/2023/6498)
 |
| Proponent | [ ]  | Pay fee | - | - | [Information on fees](https://www.qld.gov.au/environment/management/environmental/eis-process/about-the-eis-process/fees)To organise payment of fees, please email eis@des.qld.gov.au to request instructions |
| DESI(chief executive) | [ ]  | Chief executive decides if the proponent’s response to submissions and submitted EIS are adequate for the EIS process to proceed | 56A(2), 56A(4), 56A(4A) | 20bd | Decision criteria: EP Act ss. 56A(4) and 56A(4A) |
| DESI  | [ ]  | **Optional steps:** Prior to decision DESI **may** advise proponent of major EIS inadequacies and provide opportunity to proponent to address these in amended EIS prior to decision on whether the EIS can proceed | 56A(3) | - | - |
| Proponent | [ ]  | **Optional steps:** Proponent may choose to resubmit an amended EIS and an updated response to submission.  | 66 | - | Form to advise DESI of intention to submit an amended EIS and allow different period to be agreed: [Request to extend period under EP Act EIS assessment process](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2023/6495) Form to submit amended EIS and response to submission:* [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/6498)
* Checklist—EIS document standards (Attachment 1 of [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources), ESR/2023/6498)
 |
| DESI | [ ]  | **Optional step:** If applicable, DESI reviews resubmitted amended EIS and chief executive decides if it can proceed | 56A(2), 56A(4), 56A(4A) | Within any agreed period under s. 56A(3) | - |
| DESI | [ ]  | Give written notice to proponent of the decision  | 56A(5) | 10bd | - |

### Amended EIS following refusal (Table 17)

Table 17 is only relevant if the chief executive refuses to allow the EIS to proceed to the next step under section 56A(6) and the proponent chooses to submit an amended EIS and response to submissions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| Proponent | [ ]  | If DESI refuses to allow EIS to proceed, or proceed with conditions, the proponent mayresubmit the EIS (once only). Including: * amended EIS
* shapefiles
* completed EIS submission form (ESR/2023/6498)
* completed EIS format checklist (Attachment 1 of ESR/2023/6498)
 | 56AA | 20bd (or agreed period) | Form to submit amended EIS and response to comments: * [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/6498)
* Checklist—EIS document standards (Attachment 1 of [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources), ESR/2023/6498)
 |
| Proponent | [ ]  | Pay fee | 56AA(4) | - | [Information on fees](https://www.qld.gov.au/environment/management/environmental/eis-process/about-the-eis-process/fees)To organise payment of fees, please email eis@des.qld.gov.au to request instructions |
| DESI | [ ]  | Review the amended EIS and chief executive decides to either: allow the EIS to proceed or refuse to allow it to proceed | 56AA56A | 20bd (or agreed period) | Decision criteria: EP Act ss. 56A(4) and 56A(4A) |
| DESI | [ ]  | Give written notice to proponent of the decision | 56A(5) | 10bd | Proponent cannot further resubmit the EIS under that section  |

## Simple flowchart diagram detailing the progression of the key stages of the EIS process under the EP Act. There is a box around the final stage ‘EIS assessment report’.EIS assessment report (Table 18)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Tick | Steps | EP Act | Time | Resources |
| DESI | [ ]  | * Chief executive prepares and gives an EIS assessment report to proponent and publishes the assessment report.
* The report includes Coordinator-General’s summary of key social issues for DESI and Coordinator-General conditions.
* The EIS process under Chapter 3 of the EP Act is completed when the proponent is given the EIS assessment report
 | 57 | 30bd | - |
| OCG | [ ]  | Coordinator-General publishes the full evaluation of social matters on the DSDI website | - | - | - |