# Appendix 5. Checklist—Initial advice statement (IAS) content (description of the project and operational land)

This checklist details the information that should be included in a voluntary environmental impact statement (EIS) application or an application for a decision on whether an EIS would be required for a new or amended site-specific EA application under *Environmental Protection Act 1994* (EP Act). It outlines information the department considers essential for a decision on whether an EIS would be appropriate or required. It covers information requirements under ss. 41(3)(a) and 41(3)(e) of the EP Act.

Proponents must complete the checklist when submitting an IAS and provide it with the following forms:

* an application for an EIS decision (ESR/2020/5490) or
* an application for voluntary EIS (ESR/2016/2160) or
* a draft Terms of Reference (TOR) submission form (ESR/2023/6499) along with the project-specific draft TOR in the approved form (ESR/2017/4038) if not provided at an earlier stage or if information has changed.

This checklist and referenced documents can be downloaded as a separate document on the ‘Resources’ page of the department’s [EIS process](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) website.

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| --- | --- | --- | --- | --- | --- | --- |
| No | Section | Requirements | | | Proponent to complete | |
| Use checkbox to confirm requirement addressed. Identify relevant section of the IAS or provide comment  *e.g.* *section 5.6.7* | |
| **FORMATTING REQUIRMENTS** | | | | | | |
| **i** |  | Table of contents and list of figures and tables that are hyperlinked to the relevant topic sections. | | |  | Click or tap here to enter text. |
| **ii** |  | Figures, maps or diagrams clearly readable (e.g., font large enough, clearly labelled, legends, scale) and at the appropriate scale. Relevant shapefiles provided in the appropriate format. | | |  | Click or tap here to enter text. |
| **iii** |  | To provide an inclusive and consistent user experience, the format of the IAS document must meet minimum Queensland Government accessibility requirements outlined in [Module 6 of the Queensland Government’s Consistent User Experience Standard](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). | | |  | Click or tap here to enter text. |
| **CONTENT REQUIRMENTS** | | | | | | |
| **0** | **Executive summary** | No more than 2 pages | | |  | Click or tap here to enter text. |
| Summarise key points including:   * purpose and scope of IAS * the proponent * location * scope and nature of the proposal including mining/extraction rate and methodology * key approvals * key environmental values and potential environmental impacts * survey effort to date. | | |  | Click or tap here to enter text. |
| **1** | **Introduction** | Explain the purpose and scope of the IAS. Include an overview of the project and the structure of the document. | | |  | Click or tap here to enter text. |
| **2** | **Proponent** | Provide information about the proponent(s) and their business including:   * proponent details (as provided in the application form) * nature and extent of business activities including corporate structure * environmental record, including breach of environmental law * environmental, health, safety and community policies. | | |  | Click or tap here to enter text. |
| **3** | **Approvals required for the project** | Summarise key approvals under federal, state or local legislation that have been obtained or would likely be required.  Note that projects which potentially contravene a law of the Commonwealth of Australia, or the State of Queensland would not be able to proceed to public notification under s 41A (3) of the EP Act. | | |  | Click or tap here to enter text. |
| Explain the EIS process and how the EIS fits into the assessment and approval processes for the EA and other approvals required of the project. | | |  | Click or tap here to enter text. |
| Briefly describe the status of the project under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), including expected or determined controlling provisions. Explain if the proponent is seeking for the EIS to be jointly assessed under the EP Act and the Commonwealth’s EPBC Act in accordance with the assessment bilateral agreement between the Australian Government and the State of Queensland. | | |  | Click or tap here to enter text. |
| **4** | **Consultation process** | Describe the community and stakeholder engagement undertaken to date and how the results of that consultation would be used in the management of the project. | | |  | Click or tap here to enter text. |
| Describe how the proponent proposes to consult with the interested and affected persons, including First Nations Peoples, advisory bodies, other stakeholders and the community. | | |  | Click or tap here to enter text. |
| **5** | **Project description** | | | | | |
| 5.1 | Proposed project | Describe and illustrate the project including:   * the name of the project * a short summary on the key elements of the project including the amount of resources to be mined or extracted, how the resources would be mined or extracted, and any separation, beneficiation or processing of the mineral or gas that will occur * any major infrastructure requirements (including different options) * the operational land * location (geographical) * size and type of mining/petroleum or greenhouse gas storage activities * if any mining/petroleum or greenhouse gas tenements relevant to the project are granted or have been applied for * information on off-lease activities * land access for the purposes of EIS studies * power and water supply (outline all options to be assessed in the EIS) * accommodation and transport (outline any options for these components) * size of project site, i.e., the operational land (ha) * size of area disturbance (ha). | | |  | Click or tap here to enter text. |
| 5.2 | Project need, justification and alternatives considered | Explain the need and rationale for the project | | |  | Click or tap here to enter text. |
| Present feasible alternatives for the project. Address a range of alternatives including conceptual, technological, locality, configuration, scale and individual elements or components that may improve environmental outcomes (with an emphasis on avoiding impacts to environmental values) as well as the alternative of not proceeding with the project. | | |  | Click or tap here to enter text. |
| Justify how the preferred option(s) was chosen in consideration of social, economic and ecologically sustainable development. | | |  | Click or tap here to enter text. |
| 5.3 | Site and locality description | Describe and illustrate the project site and surrounding area including:   * populated areas * resource tenures * resource leases * infrastructure (transport and utilities) * waterways * aquifers * topography * geology * soils * land use * climate | | |  | Click or tap here to enter text. |
| 5.4 | Construction and operation | Summarise construction and operation phases including:   * sequencing and staging of activities; including all pre-construction activities (including vegetation clearing, site access, interference with watercourses, wetlands and floodplain areas) * the construction methods, associated equipment and techniques * mine life, amount of resources to be mined and the resource base, including total seam thickness and seam depths * extractive and processing methods * associated equipment and techniques * capacity of high-impact plant and equipment and their chemical and physical processes * potential use of chemicals or hazardous materials * waste management * locations of existing and new plant, structures, and infrastructure both on and off-site * mine infrastructure * power and water supply * any activity that would otherwise be a prescribed environmentally relevant activity if it were not undertaken on a mining or petroleum lease * quarry material and forestry products sourced on or off-site * road and rail infrastructure, and stock routes, including new constructions, closures and/or realignments * the proposed methods and facilities to be used for the storage, processing, transfer, and loading of product, including off-site facilities * off lease activities * workforce, including accommodation requirements * any borrow pits, stream bed excavations, or expanded dredging, bed levelling, quarry and screening operations that may be required to service construction or operation of the project. | | |  | Click or tap here to enter text. |
| **6** | **Environmental, social and economic values**  *[Note: sections 6.1 – 6.14 are to summarise the existing values, potential adverse and beneficial impacts,* ***impact avoidance*** *measures and proposed management, monitoring, planning and other mitigation measures. The level of detail provided should be proportional to the level of risk and sensitivity of the receiving environment.]* | | | | | |
| 6.1 | Land | Briefly describe and illustrate with maps where possible, the existing features and environmental values of the land that may be affected by the project, including:   * cadastral data * existing and intended land tenures * infrastructure * land use (including *Regional Planning Interests Act 2014* interests) * topography, soils geology and geomorphology * contaminated land and notifiable activities * native title * protected areas * landscape and visual amenity. | | |  | Click or tap here to enter text. |
| Summarise the potential impacts of the project on land (including subsidence), land use and built environment. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts. | | |  | Click or tap here to enter text. |
| 6.2 | Rehabilitation | For non-mining projects, outline how the site will be rehabilitated progressively during the life of the project.  For mining projects, provide sufficient information on how the proponent plans to comply with the progressive rehabilitation and closure plan (PRC plan) requirements of the EP Act. | | |  | Click or tap here to enter text. |
| 6.3 | Water | Describe the surface water and groundwater resources of the site and to the spatial extent that the project might impact on.  Identify the environmental values of surface and groundwaters within the project area and downstream environment, including aquatic ecosystem health, aquaculture and human consumption of aquatic foods, agricultural uses, recreational uses, drinking water, industrial uses, and cultural and spiritual values  In consideration of water quality objectives of the Environmental Protection (Water and Wetland Biodiversity) Policy 2019 briefly summarise and illustrate the following, where relevant:   * all waterbodies * catchment characteristics * flooding * water users * relevant approvals needed * options for supplying water to the project * proposed impoundment, dams, levees, extraction, discharge, injection, use or loss of surface water or groundwater * works within waterbodies * water take points * sediment transport, water quality monitoring and objectives * chemical, physical and biological characteristics * contaminated water storage and treatment * potential discharges both controlled and uncontrolled * overland flow, water diversions and storages * aquifer characteristics, including their value as water sources. | | |  | Click or tap here to enter text. |
| Summarise the potential impacts of the project on water quality and water resources. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts. | | |  | Click or tap here to enter text. |
| 6.4 | Flora and fauna | Describe and illustrate the existing aquatic and terrestrial ecosystems, biodiversity and environmental values on the project’s site and in its vicinity. Include the following aspects:   * identification of all significant and listed threatened species and ecological communities under the *Nature Conservation Act 1992* (NC Act) and the EPBC Act, including matters of state environmental significance (MSES) and matters of national environmental significance (MNES), where relevant * potential habitat of threatened near-threatened or special least-concern species under the NC Act * wetlands and groundwater dependent ecosystems * protected areas, conservation areas, state forests and nature refuges * integrity of landscapes and places (including wilderness, areas of high conservation value, and connectivity of habitats and ecosystems) * benthic communities * estuarine and marine plants and fauna and the marine environment, if relevant * biosecurity, including weeds and pest animals. | | |  | Click or tap here to enter text. |
| Summarise the potential impacts of the project on aquatic, terrestrial and marine ecosystems and biodiversity values, as required. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts.  \*Note that projects which would have an unacceptable adverse impact on a MSES or MNES would not be able to proceed to public notification under section 41A(3) of the EP Act. | | |  | Click or tap here to enter text. |
| 6.5 | Coastal environment (if applicable) | Describe the existing coastal zone elements and estuarine, littoral and marine environmental values that would potentially be impacted by the project. Include the following aspects where relevant:   * estuarine, littoral and marine environmental values, including water quality, benthos, aquatic flora and fauna, mangrove areas, salt marsh, and amenity * water quality * aquatic flora and fauna, including supratidal, intertidal and subtidal * protected areas, including fish habitat areas and fish passage and waterway barrier works * current coastal zone uses and amenity * existing residential, commercial or recreational uses of the coastal zone * potential disturbance of acid sulfate soils. | | |  | Click or tap here to enter text. |
| Summarise the potential impacts of the project on coastal zone values. Identify and illustrate proposed works in the coastal zone, including excavations, dredging, bed levelling, disposal or placement options for dredged or excavated material, shipping or transhipping operations, buildings or infrastructure. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts.  \*Note that projects which would give rise to an unacceptable risk of serious or material environmental harm would not be able to proceed to public notification under section 41A(3) of the EP Act. | | |  | Click or tap here to enter text. |
| 6.6 | Air quality | Describe the existing air environment, including meteorological conditions, anthropogenic and natural emission sources at the project site.  Identify potential sensitive receptors, including ecological receptors that may be impacted by the project. | | |  | Click or tap here to enter text. |
| Summarise the potential impacts of the project on air quality. Provide information about air emissions and receptor values, including an indicative emission inventory and potential point and fugitive emission sources. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts. | | |  | Click or tap here to enter text. |
| 6.7 | Greenhouse gas | Describe potential greenhouse gas emissions, mitigation and management strategies associated with the project. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts. Identify how the project intends to contribute to Queensland’s emission reduction and renewable energy targets noting estimated project Scope 1, 2 and 3 emissions. | | |  |  |
| 6.8 | Noise and vibration | Describe the existing noise environment at the project site. | | |  | Click or tap here to enter text. |
| Identify all potential sensitive receptors who may be impacted by the project. | | |  | Click or tap here to enter text. |
| Outline likely noise and vibration emissions noting sources. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts. | | |  | Click or tap here to enter text. |
| 6.9 | Waste management | Provide information about expected waste streams (i.e., type, quantity, state (liquid, solid, gaseous), hazard, risk and toxicity) | | |  | Click or tap here to enter text. |
| Outline waste management strategy in consideration of the waste hierarchy - **avoid**, reduce, reuse, recycle, dispose. | | |  | Click or tap here to enter text. |
| 6.10 | Hazards and safety | Assess the vulnerability of the project site and surrounding area to natural and induced hazards, including floods, bushfires and cyclones. | | |  | Click or tap here to enter text. |
| Describe the potential risks to people and property that may be associated with the project. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts. | | |  | Click or tap here to enter text. |
| 6.11 | Cultural heritage | Identify cultural heritage values which may be impacted by the proposed project. Address First Nations Peoples Cultural Heritages and non-Indigenous cultural heritage, including any surveys, searches, investigations and engagement. | | |  | Click or tap here to enter text. |
| Describe any potential impacts on known cultural heritage sites and places. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts.  \*Note that projects which would have an unacceptable adverse impact on an area of cultural heritage significance would not be able to proceed to public notification under section 41A(3) of the EP Act. | | |  | Click or tap here to enter text. |
| 6.12 | Social | In line with the *Strong and Sustainable Resource Communities Act 2017* and the Coordinator-General’s[Social Impact assessment guideline](https://www.statedevelopment.qld.gov.au/coordinator-general/strong-and-sustainable-resource-communities/social-impact-assessment) (DSDILGP, 2018)  available on the [Coordinator-General resources](https://www.statedevelopment.qld.gov.au/coordinator-general/coordinator-general-resources) web page, describe the existing social environment, including the immediate and surrounding communities, the community values, workforce management, key stakeholders and any stakeholder and community engagement undertaken to date. | | |  | Click or tap here to enter text. |
| Describe the potential beneficial and adverse impacts of the project on communities, including:   * the likely construction and operational workforce requirements and opportunities, and the likely sources of labour for the project i.e., fly-in, fly-out and opportunities for local workers (based on preliminary analysis), targets and outcomes sought * the capacity of existing accommodation to house the project’s construction and operational workforces * any foreseeable impacts on amenity and local service provision, and key performance indicators. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts and enhance potential benefits for surrounding communities. | | |  | Click or tap here to enter text. |
| 6.13 | Economic | Describe the existing economic environment. | | |  | Click or tap here to enter text. |
| Summarise the potential adverse and beneficial economic impacts of the project, including on existing economic resources and activities, for the local and regional area and the state. Include capital cost, revenue, exports, contribution to local/state/national economies, indirect employment generation, synergies with other businesses and/or industries. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts and enhance potential benefits for surrounding communities. | | |  | Click or tap here to enter text. |
| 6.14 | Transport | Describe existing transport infrastructure and the project’s transport requirements including air, roads, rail, port and maritime operations. | | |  | Click or tap here to enter text. |
| Summarise the measures proposed to **avoid,** minimise and mitigate potential adverse impacts. | | |  | Click or tap here to enter text. |
| **7** | **References and data sources** | Provide a list of references and data sources. | | |  | Click or tap here to enter text. |
| **8** | **Glossary, acronyms and abbreviations** | Provide a list of acronyms and abbreviations. | | |  | Click or tap here to enter text. |
| **9** | **Spatial data and figures** | The IAS should use relevant figures to clearly illustrate existing features and project elements.  Spatial information provided should be generally 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).  **Spatial information (shapefiles) shall also be provided** to accompany the written IAS including:   * key mine infrastructure * operational land * study area/s * location and mine life disturbance footprint * locations of sensitive receptors * the extent of the floodplain * rehabilitation staging. | | |  | Click or tap here to enter text. |
| Proponent declaration | | | | | | |
| I declare that:   * I am the proponent or an authorised signatory for the proponent * 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. | | | | | | |
| 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. | | | |