

# Have your say on an application for project change

## Project change 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 project proponent prepares the EIS, which is evaluated by the Coordinator-General before preparing an evaluation report recommending that the project either be approved or refused.

Following the publication of the evaluation report, the proponent of a project recommended for approval may apply to the Coordinator-General to request changes to the project and/or conditions of approval.

The application for project change must contain:

- a description of the proposed change and its effects on the project
- the reasons for the proposed change
- adequate information to enable the Coordinator-General to evaluate the environmental impacts of the proposed change.

The project change process aims to ensure that the potential environmental, social and economic impacts of the proposed change are examined and addressed.

## Why am I being consulted?

Depending on the complexity, scope and potential impacts of the proposed change, the public and government advisory agencies may be invited to make a submission on a proponent's application, including the potential environmental impacts of the proposed change.

## Where are consultations advertised?

A list of open public consultations is available at <https://haveyoursay.dsd.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 above or in the public notice for details about how to make a submission on the application for project change and the consultation closing date. Send your comments online (preferred) or by email, post or fax.

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

## Submission checklist

When making a submission:

- clearly state your matter(s) of concern or interest and list points to help with clarity
- confine your remarks to the change(s) described in the application
- reference the relevant section(s) of the project change application
- provide factual information relied upon and its source
- if you wish, describe any measures you consider would be appropriate to improve the proposal
- provide sketches or diagrams if they assist to clarify your submission
- 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.

## ‘Properly made’ submissions

Under the SDPWO Act, the Coordinator-General is not obliged to consider a submission that is not ‘properly made’. Also, to ensure you have appeal rights under other legislation (e.g. the *Planning Act 2016*), your submission must be ‘properly made’.

For a submission to be ‘properly made’, it must:

- be made to the Coordinator-General in writing
- be received on or before the last day of the submission period
- be signed by each person who makes the submission (or submitted online or by email)
- state the name and address of each person who makes the submission
- state the grounds of the submission and facts and circumstances relied on.

## What happens next?

After consultation closes, the Coordinator-General evaluates the proponent’s application for project change any submissions received on the application. The Coordinator-General will then prepare a report either approving or refusing the change and specifying any consequential changes to approval conditions to manage the potential impacts of the changes (if approved).

Approval conditions may only be amended if relevant to the project change.

## Privacy

The Coordinator-General is authorised to collect personal information under Part 4 of the SDPWO Act. Your personal information will be collected for the purpose of evaluating the project change application and the performance of functions under the SDPWO Act and other legislation relevant to the proposed project.

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

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

## More information

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

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

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**The Coordinator-General**  
PO Box 15517, City East Qld 4002  
T: 13QGOV (13 74 68)  
F: +61 7 3452 7486  
E: [info@dsdmip.qld.gov.au](mailto:info@dsdmip.qld.gov.au)  
[www.dsdmip.qld.gov.au](http://www.dsdmip.qld.gov.au)

# Submission form: Application for project change

Please complete this form if you wish to provide a submission by email, post or fax. To make an online submission, visit <https://haveyoursay.dsd.qld.gov.au>

## 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)

<b>Full name</b> .....	<b>Organisation (if relevant)</b> .....
<b>Postal address</b> ..... ..... ..... <b>Postcode</b> .....	<b>Phone number</b> (.....) .....
	<b>Email address</b> .....
<b>Signature</b> .....	<b>Date</b> ...../...../20....

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

## Your comments on the application for project change (please print)

Section—e.g. water quality	Describe the issue	Suggested solution

- 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.
- For this submission to be 'properly made', it must be signed by each person who makes the submission and state the name and address of each person who makes the submission.