# Appendix 11B. Checklist— Environmental impact statement (EIS) document standards

The EIS must be of a suitable standard to be published for public comment. This checklist is an excerpt from the department’s form [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2023/6498) and must be filled in by the proponent and submitted with the EIS or amended EIS. It outlines the minimum information requirements, and the structure, standards and protocols that are expected to be used by a proponent preparing an EIS under the *Environmental Protection Act 1994* (EP Act).

Instructions: Indicate in the checkbox if you consider the EIS meets the following content, structure, and formatting requirements. Provide justification is matter not addressed.

|  |  |  |
| --- | --- | --- |
| Accessibility requirements  |  |  |
| Any non-HTML documents must meet the Queensland Government’s minimum accessibility requirements outlined in [Module 6: Checkpoint 2 – Minimum accessibility requirements](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) | [ ]  YES [ ]  NO  | Click or tap here to enter text. |
| **Navigation** |  |  |
| The EIS Table of contents, Table of contents for each Chapter and Appendix are hyperlinked to the relevant topic sections | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| The list of figures and tables are hyperlinked to each figure or table | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Headers and footers on each page which state the relevant page/chapter/section/appendix/sub-appendix number | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Text is signposted as much as possible e.g., using headings and sub-headings to break up text | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Clarity** |  |  |
| EIS is a complete report, addressing all matters in the terms of reference (TOR) | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Written in plain English so that a person without any prior knowledge of the project understands the information presented | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Avoid unnecessary duplication of text by using cross-referencing  | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Use quantitative language where possible and do not include ambiguous statements  | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Provide objective, clear and succinct information that’s easy to understand for the general reader | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| The EIS conclusions are based on sound science, evidence and reasoned-based discussion | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Presentation**  |  |  |
| Present information in a culturally appropriate format and language for all key stakeholders | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Where possible use maps, diagrams, pictures, view perspectives, artist’s impressions, or other illustrative material to assist readers to visualise and understand information | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Maps, diagrams, pictures, view perspectives, artist’s impressions, or other illustrative material is clear and unambiguous | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Figures must be able to be read clearly (e.g., font large enough, clearly labelled, legends, scale) | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Include spatially referenced maps (using an appropriate scale, resolution, and clarity), shapefiles, plans, figures, diagrams and other descriptive detail | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Technical information** |  |  |
| Include technical reports on studies conducted for the EIS as appendices | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Scientific and specialist studies undertaken in response to the TOR must provide details of the methodology, reliability, assumptions, and scientific conclusions used to predict the project’s potential beneficial and adverse environmental, social and economic impacts | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Monitoring, survey effort and assessment methodologies must be industry leading practice. If deviations are necessary, discuss alternative methodologies showing equal scientific rigor  | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Statements used to assess relevant impacts in the main body of the EIS must be supported by appendices, evidence-based technical information and supporting data | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Information sources** |  |  |
| Conclusions about values and the likelihood of potential environmental impacts must be justified by sound science-based reasoned discussion, and supported by existing literature, previous surveys as well as contemporary site-specific surveys and studies conducted specifically for this purpose | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Clearly identify the source, date and validity of the information  | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| The extent to which a limitation, if any, of available information may influence the proponent’s conclusions regarding identified residual impacts are discussed | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Matters of National Environmental Significance (MNES)** |  |  |
| Chapter on MNES is written as a stand-alone report | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Referencing**  |  |  |
| All sources of information are appropriately referenced. | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| The reference list includes the address of any internet pages used as data sources  | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| All referenced supporting documentation and data (including all spatial data displayed in map products), or documents cited in the EIS is available upon request | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Spatial information** |  |  |
| Provide spatial information in an appropriate electronic form i.e., shape files 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) | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Spatial information is included for all relevant matters including water quality, wastewater quality data, agricultural commodities, and sensitive receptors, and geological structures, such as aquifers, faults and economic resources | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| For mining projects, spatial information for rehabilitation is provided in accordance with the department’s guideline [Progressive rehabilitation and closure plan](https://environment.des.qld.gov.au/__data/assets/pdf_file/0026/95444/rs-gl-prc-plan.pdf) (PRC plan) (ESR/2019/4964) and the department’s application form [Submission of a PRC plan](https://www.business.qld.gov.au/running-business/environment/licences-permits/rehabilitation/progressive-rehabilitation-closure-plans) (ESR/2019/4957) | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Raw data** |  |  |
| Where the TOR requests provision of raw data, these should be in csv or excel file format and be accompanied by a data dictionary clearly identifying all variables with relevant units | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Cross reference to TOR** |  |  |
| Include a table listing the section and sub-sections of the EIS where each requirement of the TOR is adequately addressed. NOT simply the chapter number or Appendix number, but relevant sub-sections of each chapter and appendices | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Cross reference table included as a word (or an excel) version that can be used for adequacy check against the TOR requirements | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| **Disclaimers and confidential information**  |  |  |
| Any disclaimers included in the EIS will not prevent the use of the EIS for its assessment in accordance with legislated requirements | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| Where a proponent considers material in the EIS to be of a confidential nature (e.g., commercial in confidence or culturally sensitive) and seeks to withhold that material from the community, the proponent has consulted with the department before making the EIS publicly available | [ ]  YES [ ]  NO  |  Click or tap here to enter text. |
| INSERT ANY GENERAL COMMENTS OR EXPLANATIONS (OPTIONAL) Click or tap here to enter text. |