

Have your say fact sheet

Coordinated project – 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 he writes an evaluation report recommending that the project 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 haveyoursay.coordinatorgeneral.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 revised draft EIS and the consultation closing date. Send your comments online (preferred) or by email or post.

If you are sending your submission by email or post, 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 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 the consultation closes, the Coordinator-General evaluates the proponent's application for project change and submissions on the application. The Coordinator-General will then write a report either approving or refusing the change and specifying any consequential changes to approval conditions to manage the potential impacts of the changes.

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

Privacy

Submissions are made as part of a public consultation process and are not confidential. Your submission, including any personal information you provide in connection with your submission, may in the course of and for the purposes of evaluating the coordinated project, performing functions under the SDPWO Act or complying with obligations under other legislation, be disclosed by the Coordinator-General to the project proponent and to other local, state and Australian Government agencies. Your personal information will otherwise be dealt with in accordance with the *Information Privacy Act 2009* (Qld).

The Coordinator-General is authorised under Part 4 of the SDPWO Act to collect personal information as part of the public notification process.

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

If you have any concerns about the sharing of information, please contact 1800 001 048 or email cpdinfo@coordinatorgeneral.qld.gov.au.

Further information

If you have a question about the consultation process, please contact the coordinated projects team at cpdinfo@coordinatorgeneral.qld.gov.au.

General information about the Coordinator-General's EIS evaluation process is available at [Environmental impact assessments for coordinated projects | Office of the Coordinator-General](#).

Consultation submission form: project change

Complete this form if you wish to provide a submission by email or post. To make a submission online visit haveyoursay.coordinatorgeneral.qld.gov.au.

Name of project

Please write the project name exactly as it appears in the public notice or at haveyoursay.coordinatorgeneral.qld.gov.au.

Your details

Full name		Organisation (if relevant)	
Postal address		Phone number	
		Mobile number	
		Email address	
	Post code		
Signature		Date	

Note

- 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.

Your comments on the project change

Section or paragraph no.	Describe the issue e.g. water quality	Suggested solution

Note

- If there is not enough space on this form, please attach additional pages and include your full name and the name of the project on all separate pages.
- Send the completed form to cpdinfo@coordinatorgeneral.qld.gov.au or the postal address shown in the newspaper public notice. If you require assistance, please telephone 1800 001 048.
- You must provide your comments by the closing date shown in the public notice and on the consultation website.