

Environmental Effects Report Guidelines

Norske Skog Paper Mills (Australia) Limited *Coal Transition Plan* Norske Skog Boyer Mill

May 2023



ENVIRONMENT PROTECTION AUTHORITY

Table of Contents

Introduction.....	3
Purpose of the Guidelines.....	3
Preparing an EER.....	3
Planning Information.....	4
Commonwealth Legislation.....	4
Environment Protection Authority Contact.....	4
Content of EER.....	5
Part A – Proponent Information.....	5
Part B – Proposal Description.....	6
1 Description of proposed activity.....	6
2 Maps and site plan/s.....	8
3 Project rationale and alternatives.....	8
4 Existing activity.....	8
Part C – Environmental Impacts and Management.....	9
1 Noise emissions.....	9
2 Air quality.....	9
3 Water quality.....	10
4 Natural values.....	10
5 Waste.....	10
6 Environmentally hazardous substances.....	11
7 Site contamination.....	10
8 Environmental impacts of traffic.....	11
9 Monitoring.....	11
10 Decommissioning and rehabilitation.....	11
Part D – Summary of Proposed Management Measures.....	12
Part E – Public and Stakeholder Consultation.....	12
Appendix A: Other issues and agency contacts.....	13
Conservation Assessments.....	13
Heritage Tasmania.....	13
Aboriginal Heritage Tasmania.....	13
Parks and Wildlife – Property Services.....	13
Agriculture and Water.....	14
Transport Services.....	14
Mineral Resources Tasmania.....	14

Introduction

Purpose of the Guidelines

These Guidelines provide instructions for proponents on how to prepare an Environmental Effects Report (EER) for an activity being assessed in Tasmania by the Board of the Environment Protection Authority (the Board). An EER is a document that provides information about the environmental impacts of the proposed activity and the proposed mitigation measures. The Board uses the EER as a 'case for assessment', to assess the environmental impact of an activity, as required under the *Environmental Management and Pollution Control Act 1994* (EMPCA).

Guidelines will be adapted for each proposal, where Part B and Part C include project specific information requirements. The EER must be prepared in accordance with the project specific Guidelines, which are issued under section 74(4) of EMPCA.

The EER will be advertised during the public consultation period and remain publicly available on the EPA website. After consultation, the proponent may be required to supply additional information in response to public and government agency submissions. This generally takes the form of a Supplement to the EER.

Further information is available on the [EPA Assessment Process](#)¹ website.

Preparing an EER

The EER should contain five parts as follows:

- Part A – information about the proponent
- Part B – information about the proposal, site and area
- Part C – information about potential environmental impacts
- Part D – description of the proposed management measures
- Part E – description of any public consultation undertaken

Other relevant information, such as survey reports, should be attached to the EER as appendices.

The EER must be typed, A4 sized and submitted electronically (in a searchable format). All images must be of high quality, have a descriptive caption, and be capable of being easily copied and pasted into other documents such as a permit (i.e., all objects should be 'grouped'). All maps, plans, and aerial photographs must be oriented in the same direction as far as practicable and include a north arrow and scale.

The content of the EER should be prepared using a risk based approach. The level of detail provided on each issue should be appropriate to the level of significance of that environmental issue to the proposal. Not all issues nominated in these Guidelines will have the same degree of relevance to the proposed activity. Depending on the nature of the proposed activity and its location, some of the issues may be more relevant than others, while others may not be applicable at all.

¹ Available at <https://epa.tas.gov.au/assessment/assessment-process>

Planning Information

Where the proposal is subject to a permit under the *Land Use Planning and Approvals Act 1993* (LUPAA), information required solely for the purpose of assessment under the relevant Planning Scheme should be supplied to Council either:

- as a separate response to an additional information request from Council under section 54 of the LUPAA, where the planning application has commenced the environmental assessment process; or
- where it forms part of a combined planning and Environmental Effects Report, distinguished from information supplied for the purpose of the Board's assessment.

Commonwealth Legislation

The Commonwealth Government may also have a role in the environmental assessment and approval of the proposed activity. Approval under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) is required for an action which is on Commonwealth land or is likely to have a significant impact on a matter of national environmental significance.

Information on the EPBC Act can be obtained from the [Australian Government Department of Climate Change, Energy, the Environment and Water](http://www.environment.gov.au) website², or by calling 1800 803 772.

The EER must include a statement on whether Commonwealth approval is likely to be required.

Environment Protection Authority Contact

At least one draft of the EER should be submitted for review prior to formal submission to the Board. This should be emailed or file shared to assessments@epa.tas.gov.au and your nominated contact officer.

For information about the assessment process, contact the Environmental Assessment Branch:

GPO Box 1550

Hobart, Tasmania 7001

Telephone: 0427743988

Email: assessments@epa.tas.gov.au

Website: www.epa.tas.gov.au

² Available at www.dcccew.gov.au/environment/epbc

Content of EER

Part A – Proponent Information

Provide the following information regarding the proponent:

Proponent entity name	(Consistent with any intended or current permit application for the activity under LUPAA)
Proponent trading name	
Registered address of proponent	
Postal address of proponent	
ABN/ACN of proponent	
Contact person's details	Name Telephone number Email address
Consultant's details	Name Telephone number Email address

If a different entity will operate the activity after construction, provide similar details for that entity also.

Part B – Proposal Description

Where the proposal is subject to a permit application under LUPAA, the proposal description and specification of the site must be consistent with the intended or current permit application. Any works or activity that are for the purpose of the proposal (e.g., access works) must be included. If the proposed activity is associated with an existing activity (an intensification, expansion or modification), provide details of any current regulatory approvals (permit, environment protection notice, mining lease, etc.) relating to the existing activity.

I Description of proposed activity

Complete the following tables and provide additional text, diagrams or flowcharts as required.

Proposed Activity

Activity	Provide a general description of the proposed activity, including the classification of the activity under Schedule 2 of EMPCA.
New or existing?	State if this is an intensification/modification of an existing activity or a new activity.
Material	Describe the material and forecast life of the activity.
Maximum processing quantity	Provide total to be processed per year (i.e., crushing, grinding, screening) in cubic metres and tonnes.
Method/s	State the method(s) of material processing and main items of equipment involved.
Transport	Describe the proposed transport route (can refer to figures), vehicle types, number of vehicle movements (per day), and time of day of vehicle movements.
Stockpiling	State the materials that will be stockpiled on site.
Area of disturbance/activity footprint	<ul style="list-style-type: none"> • Maximum area of the site proposed to be disturbed (unrehabilitated) at any time, in hectares. • Total area of land to be cleared over the life of the proposal, in hectares.
Major equipment	List all existing and proposed plant/machinery and other temporary or permanent equipment.
Infrastructure	List the existing and proposed buildings, structures, access roads, internal haul roads, etc.
Proposal timeline	State the proposal timeline(s).
Operating hours	State the proposed operating hours and days.

Location and planning context

Location	State the address of the site, and CTs and PIDs (as applicable) for all titles on which the activity will take place.
Planning permit	Confirm whether a Planning Permit is required under LUPAA. As an appendix, provide written advice from Council stating the requirement, if a planning application has not already been lodged.
Land zoning and tenure	Describe the land zoning and tenure of the site and surrounds.
Use Class and Permissibility	If a permit is required under LUPAA, state the Use Class and Permissibility of the activity under the relevant Planning Scheme.

Description of site and surrounds

Land use	Describe the land use of the site and surrounds, distance to the nearest residences, and any nearby conservation reserves or recreation areas.
Topography	Describe the topography of the site and surrounds.
Climate	State the annual rainfall, average temperatures and predominant wind direction (provide wind roses if possible).
Geology	Describe the geology of the site, including the likelihood that potentially acid forming (PAF) material will be found on site.
Hydrology	Describe the waterbodies and aquatic values on site and in the surrounding area. State the distance from the activity to the nearest waterbody.
Natural Values	State the vegetation types on and near the site. List any threatened fauna, flora and vegetation communities known to occur on or near the site (use the Natural Values Atlas, TASVEG 4.0 ³ or results of a relevant survey).

³ Both can be accessed at: <https://www.naturalvaluesatlas.tas.gov.au/>

2 Maps and site plan/s

To enhance understanding, spatial information should be presented in maps, plans, diagrams and photographs. These must be high quality and reproducible in monochrome with all text and relevant features clearly visible. Maps and plans should include a north arrow and scale. When spatial data (including maps, plans, grid coordinates and heights) are provided or referred to, the coordinate reference system must be specified. At a minimum, provide the following:

- **General Location Map** (1:25,000 or other suitable scale), showing the location of the activity, the nearest residences, other sensitive uses⁴ and residential zones within 1.5 km of the proposed activity and within the applicable attenuation distance⁵, and the transport route(s) to and from the activity.
- **Map of the Land** on which the activity will take place and its boundary; by means of land title information, map coordinates or other. The Land as defined by this figure must be consistent with any permit application submitted under LUPAA (i.e., the Land cannot extend beyond the land titles referenced in the permit application). This figure may be combined with the Site Plan. The boundary of the Land should also be provided to the Board in a geospatial vector format (shapefile or DXF).
- **Site Plan(s)** showing:
 - the boundary of the site
 - the location of existing and proposed buildings/structures and plant and machinery
 - the location of product stockpiles
 - watercourses on and near the site
 - site water management (drains, settling ponds, bunding and monitoring points, as relevant)

3 Project rationale and alternatives

- Explain the rationale for the proposal.
- Evaluate the benefits and disadvantages of any alternative options that have been considered.

4 Existing activity

- As the proposed activity is associated with an existing activity, provide the following information in relation to the existing activity:
 - a summary of the existing activity
 - a summary of public complaints regarding the activity (received by the activity operator and by regulatory authorities);
 - details of breaches of conditions of current regulatory approvals (if any); and
 - details of contraventions of environmental law (if any).

⁴ Defined in the State Planning Provisions as 'a residential use or a use involving the presence of people for extended periods except in the course of their employment such as a caravan park, childcare centre, dwelling, hospital or school.'

⁵ Refer to relevant planning scheme or State Planning Provisions

Part C – Environmental Impacts and Management

The EER should evaluate all potential impacts of the proposal, with the level of detail provided on each issue reflecting its level of significance. For each issue, describe how the impact assessment has been performed (for example, surveys or desktop studies). Describe the existing environment in relation to the impact, including the vulnerability of the potentially affected environment.

Clearly articulate the potential impacts, identifying plausible worst-case scenarios and the reversibility of the impact. Then, describe the management or contingency measures proposed to avoid, mitigate or offset potential adverse impacts. Detail any specialist recommendations which have been/will be implemented or justify otherwise. Finally, analyse how and to what degree the impacts will have been avoided, minimised or offset, and any residual impacts. Information from documentation relating to the existing activity (such as an Environmental Management Plan or survey reports) may be used or referenced in this EER, provided the information is current.

I Noise emissions

- Describe all major noise sources (fixed and mobile) associated with the proposed activity (e.g., crusher/screen, loader, excavator).
- Provide details of sound power levels (A-weighted and C-weighted) from all major noise sources associated with the proposed activity.
- Provide a map of the location of all major sources of noise and distances to the nearest noise sensitive premises⁶.
- Predict cumulative noise emissions from the existing and proposed activities at the nearest noise sensitive premises.
- Evaluate the potential for the activity to create a noise nuisance.
- Describe and discuss noise mitigation measures, if required.

2 Air quality

- Describe all sources of air emissions, including dust that may arise from loading and transport.
- Evaluate the potential for environmental nuisance or harm to air quality, taking into consideration the:
 - distance to nearest residences;
 - acceptable standards described in section 7 of the *Quarry Code of Practice*⁷;
 - prevailing winds and other climatic factors;
 - nature of the material;
 - method of material processing/handling on site; and
 - site layout (refer to the Site Plan).
- Describe the measures that will be employed to reduce the potential for environmental nuisance or harm to air quality.
- Is the proposal consistent with the *Tasmanian Environment Protection Policy (Air Quality) 2004*?

⁶ 'Noise sensitive premise' is defined as: residences and residential zones (whether occupied or not), schools, hospitals, caravan parks and similar land uses involving the presence of individual people for extended periods, except in the course of their employment or for recreation.

⁷ Available at <https://epa.tas.gov.au/business-industry/regulation/industrial-activities/mining-and-extractive>

3 Water quality

- State the distance from the activity to the nearest waterbody.
- Describe the potential impacts of the activity on the receiving environment, with specific consideration of sediment and waterway disturbance, environmental values and downstream water uses.
- Describe the management measures that will be employed to control surface water and reduce the potential for sediment loss. Control measures include: minimisation of stormwater ingress and sediment mobilisation through use of perimeter drains, cut-off drains and bunding; sediment basins or stilling areas to capture entrained sediment; and swales, rock filters, wetlands or vegetated discharge zones to remove fine suspended sediment.
- Describe any other management measures proposed to minimise impact on waterways and aquatic values.
- Identify the dimensions, capacity and other relevant design features of key stormwater infrastructure such as drains and sediment basins, with reference to design rainfall frequency (average recurrence interval) and intensity. For sediment basins provide the sediment capture particle size, settling volume and surface area calculations and design rationale⁸.

4 Natural values

- Detail any proposed clearing or disturbance of native vegetation or potential habitat for native fauna as part of the proposal, including details of the nature of vegetation and habitat values to be cleared or disturbed, and the area of vegetation affected (in hectares).
- Describe any potential impacts to threatened fauna, flora and vegetation communities.
- Describe the management measures that will be implemented to mitigate or avoid impacts to threatened fauna, flora and vegetation communities or other natural values.

5 Waste

- Describe any solid or liquid waste that will be produced by the activity (e.g., Potential Acid Forming material, metal and machinery service wastes, used oils, general refuse).
- Describe the proposed methods for avoidance, reuse, recycling, treatment and disposal of waste.

6 Site contamination

- Has the site on which the activity is to be located been used in the past for activities which may have caused soil or groundwater contamination? If so, provide details. Include details of any assessments of soil or groundwater contamination on the site.

⁸ Suitable design approaches for sediment basins include those detailed in Best Practice Erosion and Sediment Control – Appendix B (June 2018 revision), International Erosion Control Association (Australasia) and Managing Urban Stormwater: Soils and Construction - Volume 2e: Mines And Quarries, Department of Environment and Climate Change, NSW Government (2008).

7 Environmentally hazardous substances

- Detail the nature and quantity of any environmentally hazardous substances⁹ that will be stored (permanently or temporarily) and/or handled on site. This includes fuels, oils, waste and chemicals.
- Describe the storage method and location of any environmentally hazardous substances and discuss the proposed management measures to prevent release and respond to accidental spills (e.g., provision of spill kits).
- Identify any dangerous goods¹⁰ and controlled wastes¹¹ that will be present on the site, with reference to standard classification. Detail how they will be managed.

8 Environmental impacts of traffic

- Provide details of the vehicle types, number of vehicle movements, times of movements and route(s).
- Evaluate the potential for transport to and from the site to cause a noise nuisance to residences and other noise sensitive premises, considering the type, volume and time of traffic associated with the proposal.
- Evaluate the potential to cause a dust nuisance as a result of traffic in proximity to the Land.

9 Monitoring

- Describe any proposed environmental monitoring and reporting for the activity.
- Show all proposed monitoring points on the site plan (see Part B).

10 Decommissioning and rehabilitation

- State the proposed duration of the activity.
- Detail the proposed decommissioning and rehabilitation measures upon cessation of the activity.

⁹ 'Environmentally hazardous substance' is defined as: any substance or mixture of substances of a nature or held in quantities which present a reasonably foreseeable risk of causing serious or material environmental harm if released to the environment.

¹⁰ As defined in the Australian Code for the Transport of Dangerous Goods by Road and Rail.

¹¹ Information on controlled waste identification and classification is available at: <https://epa.tas.gov.au/business-industry/regulation/waste-management/controlled-waste>

Part D – Summary of Proposed Management Measures

This section should contain a table of the proposed measures for avoiding, minimising and managing the potential environmental impacts of the proposal (as identified in Part C). These should be written as specific, unambiguous statements of action (see example table below).

Table I. Proposed management measures

No.	Proposed Management Measure	Timeframe
1	Design and install a sediment settling pond capable of containing runoff from a 1 in 20 year storm event as described in Part C, paragraph 2.6 [of the EER].	At least 30 days prior to commencement of operations.
2	Develop a solid waste management plan as described in Part C, paragraph 8.4 [of the EER].	Within three months of approval and prior to treatment or removal of any waste.
3	Erect a noise attenuation barrier as described in Part C, paragraph 9.2 [of the EER]	At least 30 days prior to commencement of operations.

Part E – Public and Stakeholder Consultation

- Describe any public or stakeholder consultation that has taken place or is intended (such as with other government agencies, community groups or neighbours).
- Provide details of the outcome or main findings of any community consultation.
- *Guidance on Community Engagement* is available on the EPA website at [Guidance Documents | EPA Tasmania](#).

Appendix A: Other issues and agency contacts

In addition to a permit under the LUPAA and the EMPCA, there may be other legal requirements to allow your proposal to proceed. These may include other permits, licences or landowner consent. You may also need to contact other Government agencies to obtain information for the purpose of assessment under the LUPAA or the EMPCA.

Your proposal may have been referred to other agencies in the process of preparing Guidelines. Should assessments or approval outside of the Board's responsibilities be required, you should engage with the respective agency to progress them. The following list identifies some of the key agencies you may need to contact.

Conservation Assessments

Department of Natural Resources and Environment Tasmania

Telephone: (03) 6165 4396

Email: conservationassessments@nre.tas.gov.au

Website: www.nre.tas.gov.au/conservation

Purpose: Natural values including flora, fauna, and geoconservation values, or permits to deal with threatened species.

Heritage Tasmania

Department of Natural Resources and Environment Tasmania

Telephone: (03) 6165 3700

Email: enquiries@heritage.tas.gov.au

Website: www.heritage.tas.gov.au

Purpose: Historic cultural heritage, including State-level site listings, impacts and permits as required under the *Historic Cultural Heritage Act 1995*. Where works are proposed in or in close proximity to a heritage place entered on the Tasmanian Heritage Register or likely to be of heritage significance to the whole of Tasmania, and a permit is required under the *Land Use Planning and Approvals Act 1993*, the proposal will be referred to Heritage Tasmania by the planning authority. There may also be additional sites listed under local planning schemes, impacts on which are assessed by the relevant planning authority.

Aboriginal Heritage Tasmania

Department of Premier and Cabinet

Telephone: 1300 487 045

Email: aboriginal@dpac.tas.gov.au

Website: www.aboriginalheritage.tas.gov.au

Purpose: Aboriginal heritage, including desktop assessment, artefact survey requirements, permits and advice.

Parks and Wildlife – Property Services

Department of Natural Resources and Environment Tasmania

Telephone: (03) 6169 9015

Email: PropertyServices@parks.tas.gov.au

Website: www.parks.tas.gov.au

Purpose: Impacts on parks and reserves managed by Parks and Wildlife, or Crown land.

Agriculture and Water

Department of Natural Resources and Environment Tasmania

Telephone: 1300 368 550

Email: Water.Enquiries@nre.tas.gov.au

Website: www.nre.tas.gov.au/water

Purpose: Water licences and works impacting natural waterway flow (e.g., dams or fords).

Transport Services

Department of State Growth

Telephone: (03) 6166 3369

Email: permits@stategrowth.tas.gov.au

Website: www.transport.tas.gov.au

Purpose: State roads, including where any proposal requires works on or access from a State managed road.

Mineral Resources Tasmania

Department of State Growth

Telephone: (03) 6165 4800

Email: info@mrt.tas.gov.au

Website: www.mrt.tas.gov.au

Purpose: Mining Leases



ENVIRONMENT PROTECTION AUTHORITY