

ATTACHMENT A

EPBC ACT  
CHECKLIST FOR ENVIRONMENTAL MANAGEMENT PLANS

Requirements/contents of management plan	Y/N
<p><b>Overall Management Framework</b></p> <ol style="list-style-type: none"> <li>1. Integration of management plan within overall management framework defined.</li> </ol>	
<p><b>Introduction</b></p> <ol style="list-style-type: none"> <li>1. Introduction puts the proposed action in the context of the environment in which it is to be undertaken.</li> </ol>	
<p><b>Description of project</b></p> <ol style="list-style-type: none"> <li>1. All components relevant to the controlling provisions of the EPBC Act included.</li> <li>2. Location given of any works, impacts, and area to be disturbed.</li> <li>3. Location map included.</li> <li>4. Development to be undertaken, and any relevant stages of the project, described.</li> <li>5. Timing of the action given.</li> <li>6. Clear cross-referencing where there is reference to information in a previously submitted document (e.g. public environment report, environmental impact statement).</li> </ol>	
<p><b>EPBC Act and other approvals</b></p> <ol style="list-style-type: none"> <li>1. Statement included to the effect that the project triggered the EPBC Act by having a significant impact on a matter(s) of NES.</li> <li>2. Controlling provisions listed.</li> <li>3. Any preceding legislative processes discussed (e.g. preliminary documentation, environmental impact statement).</li> <li>4. Statement included to the effect that Minister has approved the proposed action with conditions.</li> <li>5. Any other statutory obligations, key legislation, approvals, agreements, or policies applicable to relevant matter(s) of NES identified.</li> </ol>	
<p><b>Description of existing environment, listed threatened species or communities</b></p> <ol style="list-style-type: none"> <li>1. Section focuses on matter(s) of NES for which the project was referred.</li> <li>2. All relevant environmental attributes considered.</li> <li>3. All aspects of the environment considered for actions on Commonwealth land and areas subject to Commonwealth actions.</li> <li>4. Actions with potential impacts on listed threatened species and listed migratory species include description of the species, conservation status, habitat, behaviour, distribution, migration patterns.</li> <li>5. Clear cross-referencing where reference to information in previously submitted document (e.g. public environment report, environmental impact statement).</li> </ol>	
<p><b>Potential impacts</b></p> <ol style="list-style-type: none"> <li>1. Relevant impacts of the action on matter(s) of NES described.</li> <li>2. Nature and extent of potential short- and long-term relevant impacts covered.</li> <li>3. Uncertainties regarding the predicted impacts covered.</li> <li>4. Potential impacts from all stages of project considered.</li> <li>5. Clear cross-referencing where reference to information in previously submitted document (e.g. public environment report, environmental impact statement).</li> </ol>	

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<b>Requirements/contents of management plan</b>	<b>Y/N</b>
statement).	
<b>Establish strategies</b> 1. Strategies to mitigate each of the impacts identified in the previous section described.	
<b>Management actions</b> 1. Specific and auditable measures designed for each strategies. 2. Monitoring requirements included and designed to provide ongoing feedback. 3. Performance indicators included; indicators are clear and concise. 4. Corrective actions included. 5. Person responsible for undertaking management actions identified. 6. Agreement obtained where third parties assume responsibility. 7. Timing included for management measures and monitoring requirements.	
<b>Auditing requirements and reporting</b> 1. Reporting and documentation standards outlined. 2. Assessment made whether auditing is required. 3. Timing of, and responsibility for, reporting and auditing outlined.	
<b>Contingency arrangements</b> 1. Contingency arrangements included.	
<b>Review of management plan</b> 1. Provision made for review of plan. 2. Timeline included for review and relevant consultation.	
<b>General comments</b> 1. Written in plain English; ambiguities and jargon avoided. 2. Cross-referencing consistent and easy to follow. 3. Integrated with other environmental management systems and documents.	
<b>Glossary of terms</b> 1. Glossary included.	