Responding to Submissions

Draft Environmental Impact Assessment Guidance Series
June 2017
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1. Introduction

A Submissions Report is a publicly available document which describes a proponent’s response to the submissions made by the public and government agencies during the exhibition of an Environmental Impact Statement (EIS) for a State significant project. It is considered by the Department during its assessment of the project and by the Minister for Planning or delegate when deciding whether to approve or refuse a project.

The primary purpose of the Responding to Submissions Guideline is to set out the Department of Planning and Environment’s (the Department) expectations about the form, content and tone of a Submissions Report. It highlights the value of public involvement in environmental impact assessment (EIA) and explains how submissions received during the public exhibition of an EIS should be considered and addressed by a proponent to ensure the benefits of the project are maximised and the adverse impacts are minimised. It does not apply to feedback provided by the community and other stakeholders at other times in EIA.

This guideline provides direction on:

- the steps in the responding to submissions phase of EIA
- how to analyse and categorise issues raised, and how to respond to these issues in a meaningful and respectful way
- the expected structure and content of a Submissions Report.

While the primary audience of this guideline is the proponent and the project team who are responsible for preparing the Submissions Report, it will also assist the community and other stakeholders to understand how their submissions should be addressed by the proponent. This guideline will also be used by the Department and other regulatory agencies when reviewing the information presented in a Submissions Report.

This guideline applies to all State significant development (SSD) and State significant infrastructure (SSI) projects that are assessed by the Department. It should also be taken into account when a modification to an approved project is exhibited.

This guideline should be read in conjunction with the other guidelines that provide detail around EIA, including:

- Overview of the EIA Improvement Project
- Community Guide to EIA
- Scoping an Environmental Impact Statement
- Preparing an Environmental Impact Statement
- Community and Stakeholder Engagement
- Approach to Setting Conditions
- Modifying an Approved Project
- Peer Review

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1 The Minister for Planning has delegated the power to determine certain SSD and SSI projects to the Department of Planning or the Planning Assessment Commission.

2 For the purposes of this guideline, ‘feedback’ is defined as any correspondence relating to a project provided outside of a public exhibition period.

3 For the purposes of this guideline, the term ‘proponent’ includes applicants for SSD projects assessed under Part 4 of the Act and proponents for SSI projects assessed under Part 5.1 of the Act.

4 For the purposes of this guideline, references to ‘SSI’ should be taken to also mean ‘critical SSI’.
2. Responding to submissions as part of EIA

The timing of the responding to submissions phase in the context of EIA is shown in Figure 1.

**Figure 1 - Responding to submissions in the context of EIA**

2.1 The value of community input

Community and other stakeholder input is critical to EIA. Any person or stakeholder, including those who are affected by a project or those who represent particular interests, such as councils, government agencies and community groups, may provide feedback at any phase of EIA.

The public exhibition of an EIS provides a formal opportunity for the community and other stakeholders to share their knowledge and opinions by making a written submission on a project. Proponents are expected to carefully consider the issues raised in submissions and where appropriate, change the project, the performance criteria or mitigation measures to address the issues raised. The proponent’s responses to the issues are considered by the Department during its assessment of the project and by Minister or delegate when deciding whether to approve or refuse a project.

2.2 Statutory requirements

The *Environmental Planning and Assessment Act 1979* (the Act) and *Environmental Planning and Assessment Regulation 2000* (the Regulation) provide the legislative framework for assessing and determining State significant projects, including the requirements for public participation during the exhibition of a project.

All State significant projects must be publicly exhibited for at least 30 days\(^5\). Type 3 Modification Applications for SSD projects must be publicly exhibited for 14 days\(^6\). During the exhibition period, any person may review the

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\(^5\) EP&A Act s. 89F(1) and s. 115Z(3)

\(^6\) EP&A Reg cl. 118(6)
application and accompanying documentation, and make a written submission on the project\(^7\). All submissions must be published on the Department’s website\(^8\) and provided to the proponent\(^9\).

The Department may require the proponent to submit a response to the issues raised in submissions\(^10\). This response must be published on the Department’s website\(^11\).

For SSI projects, the Department may also require the proponent to submit a Preferred Infrastructure Report (PIR) which sets out any proposed changes to the project to minimise its environmental impact or to deal with other issues raised during the assessment of the application\(^12\). If the proposed changes to the nature of the SSI are significant, for example introduce impacts to new receivers or increase impacts to others, the PIR may be exhibited for public comment\(^13\). All PIRs are published on the Department’s website.

If any changes are proposed to an SSD application, the proponent may decide, with the agreement of the Department, to submit an amended Development Application (DA). The application to amend or vary the DA must include written particulars sufficient to indicate the nature of the changed development\(^14\). The Department must exhibit the amended application and any accompanying information if the amended application differs substantially from the original application and the environmental impact of the project has not been reduced\(^15\).

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\(^7\) EP&A Act s. 89F(3) and s. 115Z(4)
\(^8\) EP&A Act s. 115ZL(1)(i) and EP&A Regulation cl. 85B(c) and cl. 196
\(^9\) EP&A Act s. 115Z(5) and EP&A Regulation cl. 85A(1)
\(^10\) EP&A Act s. 115Z(6)(a) and EP&A Regulation cl. 85A(2)
\(^11\) EP&A Act s. 115ZL(1)(c) and EP&A Regulation cl. 85B(c)
\(^12\) EP&A Act s. 115Z6(b)
\(^13\) EP&A Act s. 115Z7
\(^14\) EP&A Regulation cl. 55
\(^15\) EP&A Act s. 89F(4)
3. Responding to submissions process

3.1 Overview of the process

While the responding to submissions process for SSI and SSD have some detailed differences, the overall process involves:

- analysis of the submissions received
- preparation of a response (including further assessment and engagement if necessary, and changes to the project and/or the performance criteria or mitigation measures to address the issues raised)
- documentation of the responses in a report
- submission of the report to the Department.

The detailed process for SSI and SSD projects is shown in Figure 2 and Figure 3 below.

If the Department requires a response to the issues raised in submissions, the Department may meet with the proponent to confirm its expectations and discuss particular requirements for the Submissions Report such as the scope of additional EIA or community and other stakeholder engagement.

Once the Department receives the Submissions Report it is published on the Department’s website and the project moves to the assessment phase. During its assessment of the project, the Department will consider all the issues raised in submissions, the information provided by the proponent in the Submissions Report and other EIA documentation, and any other feedback provided by the community and other stakeholders.

The information provided in the Submissions Report and other EIA documentation may also be considered by other regulatory agencies when issuing approvals and licences.

Note: Where no submissions are received, or where the submissions received do not require a response, for example if an agency recommends standard conditions but does not raise any issues of concern, or if the submissions do not relate directly to the project and its impacts, the Department may decide that a response to submissions is not required.

3.2 Dealing with significant changes

If there have been significant changes to the project or new or significant impacts have been identified as a result of the changes:

- the Department may require the proponent to submit a PIR for SSI projects only
- the proponent may decide, with DPE’s agreement, to amend the application for SSD projects only
- the Department may exhibit the PIR or amended DA and Submissions Report for public comment
- the Department may request additional information.

16 For the purposes of this guideline, reference to the Submissions Report includes, where applicable, the PIR.
**Note:** If a PIR or an amended DA and Submissions Report is exhibited, the Department may ask the proponent to respond to new issues raised that relate to the amended project only.

Figure 2 - SSI projects: process for responding to submissions
Figure 3 - SSD projects: process for responding to submissions

Key
- Department’s responsibility
- Proponent’s responsibility

1. Proponent lodges SSD application and EIS
2. Department exhibits application and EIS and seeks formal submissions
3. Department makes all submissions publicly available on its website
4. Department requests a response to submissions from the proponent (and may request a meeting to confirm expectations)
5. Proponent analyses submissions
6. Proponent undertakes further studies / engagement to address issues (if necessary)
7. Proponent changes project to address submissions (if warranted) and discusses potential implications with the Department

- Changes are not significant
  - Proponent documents response in Submissions Report (and submits amended Development Application if needed)
  - Department reviews Submissions Report (and amended Development Application)
  - Department publishes Submissions Report (and amended Development Application) on its website
  - Department completes its assessment

- Changes are significant
  - Proponent documents response in Submissions Report (and submits amended Development Application if needed)
  - Department exhibits Submissions Report (and amended Development Application) and seeks formal submissions
4. Preparing the Submissions Report

A meaningful and well-structured response to submissions is an important part of an effective, timely and transparent EIA. The primary purpose of a Submissions Report is to document how the issues raised in submissions have been considered and how the project, performance criteria or mitigation measures have been changed to address the issues raised. The Submissions Report should acknowledge and respond to all issues raised in submissions, with detailed responses to any issues identified by the Department.

If a PIR is required for an SSI project, the PIR is typically included as a chapter in the Submissions Report, however, it may be submitted as a stand-alone document.

4.1 Key principles

When preparing a Submissions Report, proponents should:

• be respectful to the people who made submissions
• have a transparent reporting process
• provide responses that are proportionate to the relevance of the issue
• group and address submissions by issue or location rather than on an individual or stakeholder basis
• write succinctly in plain English
• avoid repetition.

To achieve these principles, proponents are encouraged to:

• provide sufficient context and detail to enable responses to be understood without having to refer back to the EIS
• support responses with evidence
• provide justification for discounting issues such as those that are beyond the project’s scope
• provide reasons if a suggested change to the project has not been adopted
• provide specific references where issues have already been addressed in the EIS
• provide specific references to the sections in the Submissions Report where the issues raised by individual community members and other stakeholders have been addressed.

4.2 Form and content

The Submissions Report should include the following information, where relevant:

• an analysis of the submissions received (refer to Section 4.3)

17 If only a small number of submissions have been received, it may be appropriate to respond to issues on an individual or stakeholder basis.
• a summary of the actions taken during and after EIS exhibition, including engagement and further environmental assessment (refer to Section 4.4)
• a description of any changes to the project (refer to Section 4.5)
• an updated project description, including updated plans, figures and images (refer to Section 4.6)
• responses to the issues raised in submissions (refer to Section 4.7)
• an updated evaluation of the whole project (refer to Section 4.8).

The length and content of the Submissions Report will depend on the complexity, number and relevance of the issues raised, the scope of any additional assessment and the extent to which the project has been changed. If the Submissions Report is long, an executive summary should be included to highlight the key outcomes of the responding to submissions process in an easy to navigate form.

Appendix A provides a suggested structure for a Submissions Report.

4.3 Analysing and categorising submissions

4.3.1 Analysing submissions

The Submissions Report should summarise relevant statistical information to indicate the level and nature of interest in the project, including:

• the total number of submissions\textsuperscript{18}
• a breakdown of the number of submissions according to:
  o individual community members and other stakeholder groups including agencies, councils, special interest groups
  o location of individual community members and other stakeholders that made a submission to indicate local versus regional interest
  o those that support or object to the project and those that made a comment
  o issues raised
• the number of form letters or petitions, including the number of signatories.

This information may be derived from a submissions matrix\textsuperscript{19}. Appendix B provides an example submissions matrix.

4.3.2 Categorising submissions

The issues raised in submissions should be categorised and grouped in a logical, consistent and impartial manner. This allows the community, other stakeholders and the Department to understand where and how the issues have been addressed.

To minimise duplication and to focus on the issues that require a detailed response, the Submissions Report should group and address submissions by issue. Where similar issues are raised by more than one community member or stakeholder, the comments should be consolidated and paraphrased to allow a single, holistic response to each issue. However, care should be taken to understand the underlying interest in the issue for each individual community member or stakeholder, and the comments should only be combined if these interests are aligned.

\textsuperscript{18} Multiple submissions from the same person or group should only be counted as one submission. Duplicates should not be counted.

\textsuperscript{19} The submissions matrix is an analysis tool only and should not be included in the Submissions Report.
In most cases, the issues raised in submissions are likely to fall into one of the following categories:

- justification or need for the project
- environmental, social or economic impact of the project
- technical element of the design
- broader policy issues
- process matters, including the robustness of the EIA or engagement.

These categories should be further broken down into broader topics, such as amenity, built environment and social, and then sub-categories such as acoustic, visual and odour to allow the specific issues raised in the submissions to be acknowledged and responded to.

Sometimes issues may also be organised by location, such as a particular ventilation system outlet or intersection on a transport infrastructure project. Where issues are best addressed by location, cross-references to the issues and responses should be provided within other relevant sections of the report, such as under air quality, noise and visual impact.

For consistency, the issues and potentially the sub-categories of issues should mirror the heading names and heading order presented in the EIS.

To give meaning to the statistical data, proponents should consider using a graphical tool to analyse and display information. For example, a diagram could be used to plot the location of individual community members that made a submission and identify clusters in locations20. This information could inform future engagement activities or provide a snapshot of the location of interest in particular issues. Diagrams could also identify hotspots for particular issues, which may help proponents tailor any subsequent assessment or target communications about that issue.

4.4 Describing actions taken during and after EIS exhibition

4.4.1 Engagement

The Submissions Report should describe any engagement activities that have been undertaken during and after the EIS exhibition period. The purpose and outcomes of these activities should be clearly reported.

4.4.2 Further environmental impact assessment

Proponents may need to undertake further assessment to adequately address the issues raised in submissions or to assess the impacts of any changes to the project. This may include assessing new issues or expanding on the work undertaken as part of the EIS. The level of assessment should be proportionate to the scale of the refinement to the project or the potential impact of the issue to be addressed. Resulting changes to the project’s impact should be clearly identified.

The Submissions Report should include a summary of the additional assessments completed to address the issues raised in submissions. Full copies of technical reports should be included as appendices to the Submissions Report.

20 Proponents should take care to ensure that individuals cannot be identified from the data that is presented in the Submissions Report.
4.5 Describing changes to the project

The Submissions Report should clearly explain how the issues raised in submissions and the findings of any further environmental assessment have influenced or changed the project. This may include changes to:

- elements of the project such as physical layout, construction and operational methodology and technology
- plans and figures
- impacts
- performance criteria or mitigation measures.

This information may be presented in summary table which compares the former and current scope to clarify what has changed and what has not. A summary table which links the proposed changes to particular issues, performance criteria or mitigation measures may also useful. Appendix D provides an example.

In describing the changes to the project, it may be helpful to separate construction-related changes from operation-related changes.

4.6 Updating the project description and mitigation measures

The Submissions Report should include a comprehensive, updated project description which describes all the key elements of the updated project and includes updated plans and figures. The purpose of the updated project description is to describe the project that will proceed to the assessment phase, rather than the changes that have been made. For SSI projects, the updated project description should form part of the PIR.

The Submissions Report should also include an updated list of performance criteria and mitigation measures.

Note: The project description is intended to be dynamic document that is updated, as needed, throughout the EIA. If updates are made to the project description, the Minister or delegate will condition the most up-to-date version of the project description. The Preparing an Environmental Impact Statement Guideline provides further detail on updating the project description.

4.7 Responding to submissions

4.7.1 Providing meaningful responses

Responses to issues should be meaningful and respectful, and should take account of both real and reasonably perceived impacts. To support responses to issues, proponents should, where appropriate:

- include the findings of technical reports or specialist advice
- refer to industry best practice and relevant standards, government policies or guidelines
- demonstrate how the response has led to:
  - a change to the project’s design
  - an update to the project description
  - a change to the performance criteria or mitigation measures if applicable.

When issues are of a minor nature or not relevant to the project, it may be more appropriate to:

- correct the perceived error or misunderstanding
• provide further clarity about the particular element of the project in question
• explain why the requested alternative or change has not been adopted
• explain why the issue is outside the scope of the project, for example if it relates to broader government policy.

It is not appropriate to just repeat or refer to the information presented in the EIS unless the proponent believes the underlying interest of the individual community member or stakeholder has already been addressed.

4.7.2 Being accountable to the community and other stakeholders

The Submissions Report needs to clearly account for all submissions and demonstrate where and how the issues raised by individual community members and other stakeholders have been addressed. This may be best achieved by including a register of submitters in an appendix to the Submissions Report. Appendix C provides an example of a submitters register.

For consistency, proponents should adopt the submitter numbering system that is published on the Department’s website when referencing individual community members and other stakeholders in the Submissions Report.

4.8 Evaluating the project’s acceptability

The Submissions Report should revisit and provide an updated evaluation section of the EIS including any new conclusions on overall acceptability of the project as a result of the submissions and responses.
5. Submitting the Submissions Report to the Department

5.1 Quality of the Submissions Report

The Submissions Report should give readers confidence that all issues have been properly considered. It is the proponent’s responsibility to ensure the Submissions Report is of a high standard before it is submitted.

5.2 Requests for further information

If the Department believes there are any issues that have not been adequately addressed, it will advise the proponent in writing and request a formal response. The Department may request further information from the proponent if:

- the Submissions Report contains inconsistencies or contradictions
- the Submissions Report doesn’t address all the issues raised in submissions
- any additional engagement is inadequate
- any additional assessment is inadequate
- the Submissions Report does not clearly describe the changes to the project as a result of the submissions
- the Submissions Report does not contain an updated project description or updated plans and figures
- an agency advises the Department that the Submissions Report has not adequately addressed their submission.

Requests for further information may be made at any time prior to determination.

5.3 Online lodgement

Submissions Reports should be lodged online via www.majorprojects.planning.nsw.gov.au.
### 6. Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(The) Commission</td>
<td>The Planning Assessment Commission.</td>
</tr>
<tr>
<td>Community</td>
<td>A group of people living in a specific geographical area or with mutual interests that could be affected by a State significant project.</td>
</tr>
<tr>
<td>Community and other stakeholders</td>
<td>All those with a stake in a project including community members that may be impacted by, or interested in the project.</td>
</tr>
<tr>
<td>Community Consultative Committee</td>
<td>A technique for the proponent to meet the engagement outcomes and maintain regular two-way communication with stakeholders through the life of a project, including reporting on project progress and impacts and obtaining stakeholder perspectives on these impacts.</td>
</tr>
<tr>
<td>Conditions of consent</td>
<td>The conditions that the Department or decision-maker sets when a project is approved. The conditions control the way in which development is constructed or operates. The proponent must adhere to these conditions.</td>
</tr>
<tr>
<td>Consent</td>
<td>Includes the granting of consent for SSD projects, the approval of SSI projects and approvals of modifications to those consents and approvals.</td>
</tr>
<tr>
<td>Critical SSI</td>
<td>A State significant infrastructure project declared by the Minister to be essential for the State for economic, environmental or social reasons.</td>
</tr>
<tr>
<td>DA</td>
<td>Development Application.</td>
</tr>
<tr>
<td>Department</td>
<td>NSW Department of Planning and Environment.</td>
</tr>
<tr>
<td>Engagement</td>
<td>The act of seeking the participation of the community and other stakeholders on behalf of the project proponent or regulatory agencies.</td>
</tr>
<tr>
<td>Environmental Impact Assessment (EIA)</td>
<td>Environmental Impact Assessment (EIA) is the process of identifying, predicting, evaluating and mitigating the environmental, social, economic and other relevant effects of development proposals. It includes scoping of the project, consultation with the community and other stakeholders, preparation and exhibition of the EIS, assessment and determination of the project.</td>
</tr>
<tr>
<td>EIA documentation</td>
<td>Includes the Scoping Report, EIS, Submissions Report and any other documentation provided by the proponent up to the point of determination.</td>
</tr>
<tr>
<td>Environmental Impact Statement (EIS)</td>
<td>The primary document prepared by the proponent which includes assessment of all relevant matters and impacts associated with a State significant project.</td>
</tr>
<tr>
<td>Feedback</td>
<td>Any correspondence relating to a project provided to the Department outside of a public exhibition period.</td>
</tr>
</tbody>
</table>
Form letter
An identical standardised letter that is lodged by multiple people or groups.

Key issue
A matter that requires detailed assessment, such as a technical study, to better understand the potential impacts that are likely to arise and identify project specific mitigation.

Matter
An element of the natural or human environments that may be affected by activities associated with State significant projects.

Minister
NSW Minister for Planning.

Mitigation
Action taken to reduce the impact that a project may have on a matter.

Modification
An approved change to a project that is implemented by modifying an existing development consent. An application must be made under the EP&A Act before the modification can be approved.

Other issue
A matter whose impacts can usually be managed by well understood and routinely used mitigation measures. Usually, further information will be required, but often without the need for a technical study.

Participation
The activity whereby the community and other stakeholders have a say and potentially influence decisions that impact on their lives.

PIR
Preferred Infrastructure Report.

Project
Includes applications for State significant development or State significant infrastructure under the EP&A Act.

Project approval
Includes:
• development consent for State significant development
• infrastructure approval for State significant infrastructure.

Proponent
The person or entity seeking approval for a State significant project, or acting on an approval for a State significant project, including any associated entities that have been engaged to assist with project delivery.

Public
The activities which are open to the entire public rather than targeted at particular stakeholders, for example, public exhibition of the EIS.

Scoping
Scoping identifies the matters and impacts that are likely to be relevant and establishes terms of reference for the Environmental Impact Statement (EIS).

Scoping Meeting
A meeting held between the proponent and the Department to discuss the project concept and agree on the approach to engaging with the community and other stakeholders prior to finalising the Scoping Report, taking into account potential project impact and likely community and stakeholder interest.

Scoping Report
A publicly available document which provides preliminary information on a project and its potential impacts to support a request for Secretary’s Environmental Assessment Requirements (SEARs).
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>SEARs</td>
<td>The SEARs (Secretary’s Environmental Assessment Requirements) set out clear expectations on the level of assessment required for each relevant matter which must be addressed by the proponent in the EIS.</td>
</tr>
<tr>
<td>Secretary</td>
<td>The Secretary of the NSW Department of Planning and Environment.</td>
</tr>
<tr>
<td>Stakeholder</td>
<td>Any person or group with an interest in, or the potential to be affected by, a State significant project.</td>
</tr>
<tr>
<td>State significant development (SSD)</td>
<td>Development projects which have State significance due to their size, economic value or potential impacts assessed and approved under part 4.1 of the EP&amp;A Act.</td>
</tr>
<tr>
<td>State significant infrastructure (SSI)</td>
<td>Infrastructure projects which have State significance due to their size, economic value or potential impacts assessed and approved under Part 5.1 of the EP&amp;A Act.</td>
</tr>
<tr>
<td>State significant projects</td>
<td>A State significant development or State significant infrastructure project as defined under the EP&amp;A Act.</td>
</tr>
<tr>
<td>Submissions matrix</td>
<td>A tool used to record the information provided by individual community members and other stakeholders in their submissions.</td>
</tr>
</tbody>
</table>
7. Appendices
## Appendix A – Suggested structure of Submissions Report

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive summary</td>
<td>(if Submissions Report is long)</td>
</tr>
<tr>
<td>2</td>
<td>Introduction</td>
<td></td>
</tr>
</tbody>
</table>
| 3       | Overview of the exhibited project | • Key elements  
• Summary of issues |
| 4       | Analysis of submissions | • Statistical data about submissions  
• Graphical presentation of statistical information  
• High level categorisation of issues |
| 5       | Actions taken during and after EIS exhibition | • Engagement activities  
• Further environmental assessment |
| 6       | Changes to the project (if relevant) | • Minor errors and discrepancies  
• Changes to physical layout, construction/operation methodology, technology etc.  
• Changes to plans and figures  
• Changes to impacts  
• Changes to performance criteria and mitigation measures |
| 7       | Updated project description | (if relevant)  
• Key elements of the updated project  
• Updated plans and figures |
| 8       | Response to submissions | • Group and address submissions by issue (or location)  
• Present the issues as presented in the EIS, where possible |
| 9       | Project evaluation | |
| 10      | References | |
| 11      | Appendices | • Register of submitters  
• Technical reports |

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21 For SSI projects that require a PIR, any changes to the project description should be described in the PIR.
### Appendix B - Example submissions matrix

A submissions matrix (or similar tool) could be used to record the information provided by individual community members and other stakeholders. The matrix is intended to be an analysis tool. However, proponents may also wish to include a simplified matrix in the Submissions Report.

<table>
<thead>
<tr>
<th>Submitter1</th>
<th>Reference number2</th>
<th>Location1</th>
<th>Stakeholder type</th>
<th>View</th>
<th>Form letter/petition</th>
<th>Air</th>
<th>Biodiversity</th>
<th>Water</th>
<th>Heritage</th>
<th>Amenity</th>
<th>Etc.</th>
</tr>
</thead>
<tbody>
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<td>EPA</td>
<td>125789</td>
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<td>Willoughby Council</td>
<td>125643</td>
<td>Coun</td>
<td>Supp</td>
<td>-</td>
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<td>124568</td>
<td>2 Primrose St, Glebe</td>
<td>Indiv</td>
<td>Obj</td>
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<tr>
<td>Joe Bloggs</td>
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<td>8 Johns Rd, Lewisham</td>
<td>Indiv</td>
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<td>FL</td>
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<td>Etc.</td>
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<td>Government agency</td>
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<td>Special interest group</td>
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</tbody>
</table>

1 Proponents should take care to ensure that personal information about individuals (e.g., address or other contact details) is not included in the Submissions Report without their permission.

2 The reference numbers will be provided to the proponent and published on the Department’s website.
Appendix C - Example register of submitters

Where a large number of submissions have been received and it is difficult to detail responses to each submission individually, a register of submitters should be included in an appendix to the Submissions Report to show where and how the issues raised by individual community members and other stakeholders have been addressed.

<table>
<thead>
<tr>
<th>Stakeholder type</th>
<th>Reference number</th>
<th>Name</th>
<th>Where issues are addressed (section)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>125801</td>
<td>OEH</td>
<td>2.2, 2.4, 3.9</td>
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<tr>
<td></td>
<td>125789</td>
<td>EPA</td>
<td>2.2, 4.7, 3.3</td>
</tr>
<tr>
<td></td>
<td>124745</td>
<td>Housing NSW</td>
<td>5.1</td>
</tr>
<tr>
<td>Councils</td>
<td>126559</td>
<td>Camden Council</td>
<td>2.4, 3.2, 4.1, 4.2</td>
</tr>
<tr>
<td></td>
<td>128564</td>
<td>Blacktown City Council</td>
<td>2.3, 2.6, 3.5</td>
</tr>
<tr>
<td>Special interest groups</td>
<td>125444</td>
<td>Friends of Chowder Bay</td>
<td>2.3-2.6, 2.8</td>
</tr>
<tr>
<td></td>
<td>126598</td>
<td>NSW Farmers Federation</td>
<td>2.5, 2.7</td>
</tr>
<tr>
<td>Individuals</td>
<td>127143</td>
<td>Mr Joe Bloggs</td>
<td>2.1-2.5</td>
</tr>
<tr>
<td></td>
<td>124568</td>
<td>Ms Jane Smith</td>
<td>2.3, 3.1, 3.4</td>
</tr>
<tr>
<td>Elected representative</td>
<td>126877</td>
<td>John Smith MP</td>
<td>2.6</td>
</tr>
</tbody>
</table>

1 The reference numbers will be provided to the proponent and published on the Department’s website.

2 Where submitters have requested their name be withheld from publication, their name will be shown as ‘Anonymous’.
## Appendix D - Example summary table of proposed changes

The summary table could include a description of the changes, the outcomes of any additional environmental assessment and the relevant performance criteria or mitigation measures.

<table>
<thead>
<tr>
<th>Change</th>
<th>Issue</th>
<th>Location (e.g. chainage or Lot DP)</th>
<th>Description of change</th>
<th>Outcomes of environmental assessment</th>
<th>Relevant technical studies</th>
<th>Performance criteria or mitigation measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transport and accessibility</td>
<td>Lot 3 DP 621541</td>
<td>Vehicular access to the site has been relocated from Smith Street to Reynolds Road</td>
<td>A reduced level of environmental impact is expected as heavy vehicles will no longer need to travel along a single carriageway road</td>
<td>Revised traffic impact assessment (refer to section 4.2 and Appendix D)</td>
<td>Mitigation measure has been updated (refer to TA-1)</td>
</tr>
<tr>
<td>2</td>
<td>Flora and fauna</td>
<td>Lot 5 DP 621541</td>
<td>The footprint of the warehouse has been reduced from 258,000m² to 248,000m² to reduce the impact on sensitive vegetation communities and the habitat of the banded gecko</td>
<td>A reduced level of environmental impact is expected as the disturbance to sensitive vegetation communities has been reduced by 10,000m² and the habitat of the banded gecko is no longer directly impacted</td>
<td>No further environmental assessment is required</td>
<td>No new mitigation measures proposed</td>
</tr>
<tr>
<td>3</td>
<td>Amenity</td>
<td>Lots 3-15 DP 621543</td>
<td>The road alignment has changed to improve road safety</td>
<td>Noise levels will increase from 25 dB(A) to 28 dB(A) at residences A, B, C and D</td>
<td>Revised noise impact (refer to section 4.6 and Appendix E)</td>
<td>Proposed noise performance criteria have been updated (refer to A-3)</td>
</tr>
</tbody>
</table>
For more information about the EIA Improvement Project visit planning.nsw.gov.au