

How to make a submission to the Federal Government – Woogaroo Forest

We have prepared this information to help people make submissions. If you have any questions, please reach out to us via our Facebook: Save Woogaroo Forest – Ipswich QLD or email us on Admin@savewoogarooforest.com.au

Background

The Federal Government assesses cases under the Environmental Protection and Biodiversity Conservation Act of 1999 – commonly referred to as the EPBC Act. All submissions made **must relate to the aspects of the Act that are assessed**. Only Matters of National Environmental Significance (MNES) are of interest. In the case of Woogaroo Forest, this includes KOALAS, Grey-Headed Flying Foxes, Swift Parrots (have been seen seasonally in the area), Regent Honeyeaters (have been seen seasonally in the area), Migrants such as Rufous Fantail, Black-faced Monarch, Spectacled Monarch, Rainbow Bee-eater, and White-throated Needletail; also Lowland Rainforest of Subtropical Australia, and a plant *Coleus habrophyllus*.

Below is a snip from the EPBC website that describes how to make effective comments:

Making effective comments

The minister can only use comments that relate directly to protected matters. Make your comment specific to the project you're commenting on.

To make your comment as helpful as possible, state:

- why you believe the proposed action is or isn't a controlled action
- whether the proposed action has an impact on protected matters
- how the proposed action will have that impact
- which parts of the proposed action will have an impact on a particular protected matter
- the source of key information to support your views, if possible.

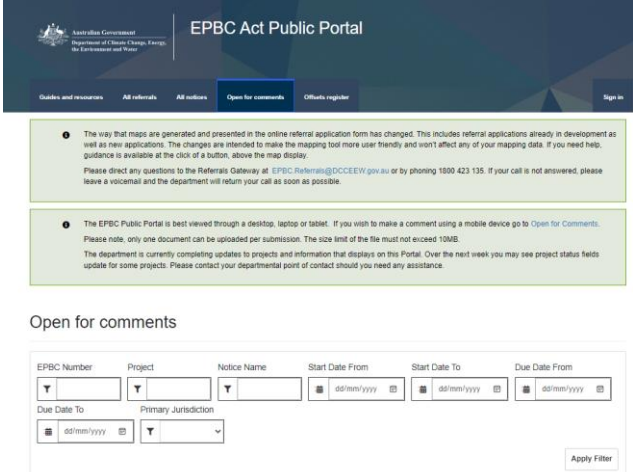
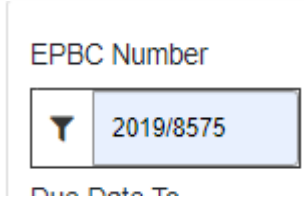
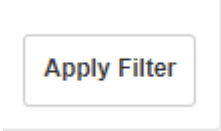
If you think the referral information is misleading or incorrect, tell us why and give us the right information if you can.

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Key points to note

- The public is only given 10 business days to make a submission
- Each person/entity can only send in one submission each
- You must go through the EPBC portal to submit your submission.
- Emailed submissions are **not** counted – you must submit it through the portal.
- You **MUST** state in your submission, AND tick the box provided as shown further down, that **this is a controlled action!**

When the case is open for comments on the EPBC Public Portal, follow these steps:

1. Go to EPBC Act Public Portal website: https://epbcpublicportal.environment.gov.au/open-for-comments/ At the bottom of the page that opens is a list of all the EPBC cases that are currently open for comment. You can also see how many days are left for the public to hand in a submission (10 business days is the maximum).	
2. Type in the EPBC case number that you want to make a submission for. For example, the Springview development has EPBC case number 2019/8575. Five of the EPBC cases that will affect Woogaroo Forest and its fringes are listed at the very end of this document, on page 5.	
3. Click on the 'Apply Filter' button to the right	
(Note: If the EPBC case you chose is not yet open for the public to comment on, nothing will show up. <i>"There are no records to display"</i> will simply show further down. But if it <i>IS</i> open for the public to comment on, the EPBC case in question will show at the bottom of the page and you can click on the hyper link that appears.)	

4. Once you hit **'Apply Filter'**, you will reach a page that looks something like this. (*Note: This is only an example. The EPBC cases concerning Woogaroo Forest were not yet open for comment when we created this document so we used another EPBC case that was open at the time (2024/09749) as an example.*)

Project documents relevant to the case in question will be listed to the right on the page as pdfs.

Name	Modified
00-2023-09749 Referral.pdf (724 KB)	15/04/2024 9:30 AM
AB A - Concept Layout Plan.pdf (2221 KB)	15/04/2024 9:35 AM
AB B - Flora and Fauna Assessment.pdf (4679 KB)	15/04/2024 9:49 AM
AB C - Planning Application.pdf (7719 KB)	15/04/2024 9:49 AM
AB D - Growing Grass Frog Survey.pdf (2338 KB)	15/04/2024 9:49 AM
AB E - Community Engagement Summary.pdf (4154 KB)	15/04/2024 9:49 AM
AB F - Atayipa Environmental Policy.pdf (303 KB)	15/04/2024 9:49 AM
AB G - Stormwater Management Strategy.pdf (11601 KB)	15/04/2024 9:49 AM

5. Click on **'Make a Comment'**

6. Fill in the fields that appear. In the top one, **'Provide title for your comment'**, you simply invent a concise title that clearly states the topic of your comments/attachment further down.

For example, the title could be *'Comment on the proposed action's potential impacts on Matter of National Environmental Significance'*. It is just a title-like sentence that describes what you have written in your submission.

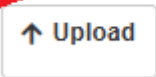
7. **IMPORTANT! You MUST state that this is a controlled action!**

'Controlled actions' are actions likely to have an significant impact on one or more protected matters and therefore require assessment and approval under the EPBC Act. (Google it if you are confused)

For example, Koalas are listed as being under threat by the EPBC and are therefore under the controlled action umbrella.

Do you consider this is a controlled action?
'You are invited to make a comment on whether the proposed action within a referral is a 'controlled action'. A 'controlled action' is an action that the minister decides has, will have, or is likely to have, a significant impact on a protected matter. A 'controlled action' is assessed further before the Environment minister decides whether to approve it. Terms are described in the Glossary of terms for regulatory activities under the EPBC Act - DCCCEW

Yes No

EPBC have made the controlled action option very easy. All you have to do is click on ‘Yes’ in the box. Note that the Feds have already deemed this project to be a Controlled Action!	
8. If you believe that this is indeed a Controlled Action, then please make this extra clear by writing those words somewhere in your submission!	“This is a controlled action.”
9. In the text box provided below the ‘Yes’/‘No’ options for controlled action, you can then write comments straight into the provided field as to why you believe this is a controlled action. If you have a lot to say and have pictures etc, you can simply write ‘see attachment’ in this field and choose to upload a file at the bottom of the page. ONLY <u>one</u> file can be uploaded per submission! The size limit of the file must not exceed 9 MB. <i>Tip: If you are using Word and the size of your document is too big, convert it to a pdf file. Delete any hyperlinks and keep your photos small.</i>	Provide reasons for why you believe this is/is not a controlled action See Attachment Attach a file You can upload a maximum of 1 file, up to 9 MB. 
10. Don’t forget to tick the other boxes about privacy, confidentiality etc.	Tick, tick, tick.
11. Once you are done, and the attachment (if you have one) has been uploaded, Click on ‘Submit your comment’ at the very bottom of the page.	
Well done – you have made your submission! Thank you for your support. 😊	

Case numbers for Ipswich developments currently waiting assessment under the EPBC Act that will all impact Woogaroo Forest:

2018/8350	'Bellevue Woods'
2019/8575	'Springview village 2 & 3'
2020/8651	'Scenic Precinct'
2020/8629	'Peninsula Precinct'
2024/10082	'Abadi Gaia Adult Residential Village' – 107 Bertha Street, Goodna