



## Department of Environment

# Environment Impact Assessment (EIA) Guidelines



Prepared and Published by the Department of Environment

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All forms of life including human beings are dependent on the earth's life sustaining systems for their existence and their well-being. The ecocycles and ecological processes of nature regulate climate and water flow, cleanse air and water, recycle essential elements, create and regenerate soil and permit all forms of life to exist reproduce and develop.

Today human beings affect all ecosystems, least realizing that they are part of most ecosystems (with very few exceptions) and dependent on these ecosystems. The great challenge we face today is the disrespect for other forms of life on earth causing ecological, social and economical imbalance in the long term.

The relationship between a development project, people and the environment is interrelated. Therefore it is dynamic and changeable. People affect the environment in which they live and are affected, in turn, by changes in the environment.

It is against this background that the environment impact assessments are made. It is impossible to obtain complete information on the project, the environment or the people, but it is necessary to obtain as much information as possible in order to make wise decisions.

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## **Introduction**

In the promotion of environmentally sound and sustainable development, it is indispensable to establish the necessary legal and institutional arrangements such that environmental factors are considered at the early stages of project planning. Environmental assessment is an important technique for ensuring that the likely impacts on the environment of proposed developments are fully understood and taken into account before such developments are allowed to proceed.

EIA is essentially a preventive process. It seeks to avoid costly mistakes in project planning and development; mistakes which can be costly either because of environmental losses that result or costly because of modification that might be required subsequently to make the project environmentally acceptable to the Government and to the community. In Fiji, Environment Impact Assessments (EIA) for development projects is a requirement under the Environment Management Act (2005).

If an Approving Authority or the EIA Administrator requires an EIA for an activity, it is because it anticipates the activity may have some adverse effects that need control.

If the activity's potential adverse effects are known in advance, it can be modified to ensure such effects are avoided, remedied or mitigated and that good environmental results are achieved.

Alternatively, if the significant effects cannot be avoided, remedied or mitigated, the Approving Authority can make informed decisions on whether to approve or decline the project.

### **Applicability of the guidelines**

This guideline is intended primarily for Approving Authorities and the Environment Management Units that are established in line ministries with the aim of helping planning staff and others involved in processing of development projects. It explains the EIA procedures that must be followed once the application is received for development and should be used in conjunction with the Environment Management Act (2005) and EIA Process Regulations (2007).

These guidelines may also be used as a reference document by developers/ investors for the purpose of understanding Fiji's Environment Impact Assessment process and requirements.

## **What is Environment Impact Assessment (EIA)?**

First, EIA is a study of the effects of a proposed action on the environment. In this context, “environment” is taken to include all aspects of the natural and human environment. Therefore, depending on the effects of scale of the proposed action, an EIA may include studies of the weather, flora and fauna, soil erosion, human health, urban migration, or employment, that is to say, of all physical, biological, social, economic and other impacts.

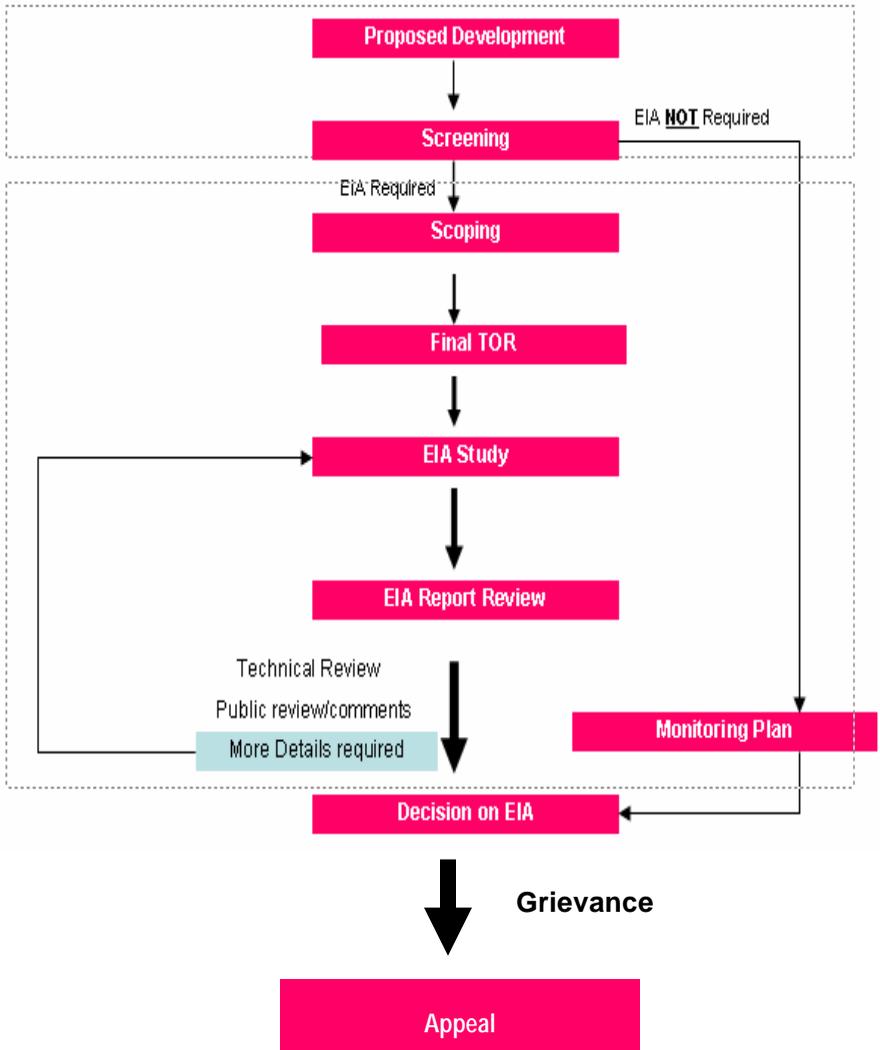
Second, EIA seeks to compare the various alternatives, which are available, for any project or programme that require an EIA. Each alternative will have economic costs and benefits, as well as environmental impacts, both adverse and beneficial. EIA seeks to compare all feasible alternatives, and determine which represents an optimum mix of environmental and economic costs and benefits.

Third, EIA is based on predictions. The technical work involved is the estimation of the changes in environmental quality, which may be expected as a result of the proposed action.

Fourth, EIA attempts to weigh environmental effects on a common basis with economic costs and benefits in the overall project evaluation.

Finally, EIA is a decision making tool. Its ultimate objective is to aid judgmental decision- making by giving the decision maker a clear picture of the alternatives that were considered, the environmental changes that were predicted, and the trade-offs of advantages and disadvantages for each alternative.

# Fiji's EIA Process



## Step 1: Screening

Screening is the decision as to whether or not to perform an EIA. The Approving Authorities responsible for receiving applications for the approval of any development activity must undertake screening to determine whether an EIA is required for the development.

*(Refer to Part 4 (27) (1)-(4) Environment Management Act (2005).*

The screening step sorts development proposal into three categories.

**Category – 1** *(As set out in Schedule (2) Part (1) of Environment Management Act (2005)* includes those proposals that require EIA and which must be sent to the Administrator at the Ministry of Environment for processing.

They include:

- (a) a proposal that could result in erosion of any coast, coastline, beach or foreshore;
- (b) a proposal that could result in the pollution of any marine waters, ground water, freshwater body or other water resource;
- (c) a proposal that could result in the contamination or degradation of any agricultural area or land important

- for agriculture;
- (d) a proposal for construction of an airport;
  - (e) a proposal for construction of a hotel or tourist resort;
  - (f) a proposal for mining, reclaiming of minerals or reprocessing of tailings;
  - (g) a proposal for construction of a dam, artificial lake, hydro-electric scheme or irrigation project;
  - (h) a proposal for heavy industrial development or noxious industrial development;
  - (i) a proposal for commercial logging or for a saw milling operation;
  - (j) a proposal that could alter tidal action, wave action, currents or other natural processes of the sea, including but not limited to reclamation of the sea, mangrove areas, foreshore, rivers or creeks, or construction of a jetty, dock, wharf, pier or bridge;
  - (k) a proposal that would introduce pollutants or properties to the air that are disagreeable or potentially harmful to people and wildlife;
  - (l) a proposal that could jeopardise the continued existence of any protected, rare, threatened or endangered species or its critical habitat or nesting grounds (including species recognised as such by international organisations and other nations as well

- as by the Government);
- (m) a proposal that could deplete populations of migratory species including, but not limited to birds, sea turtles, fish, marine mammals;
  - (n) a proposal that could harm or destroy designated or proposed protected areas including, but not limited to, conservation areas, national parks, wildlife refuges, wildlife preserves, wildlife sanctuaries, mangrove conservation areas, forest reserves, fishing grounds (including reef fisheries), fish aggregation and spawning sites, fishing or gleaning areas, fish nursery areas, urban parks, recreational areas and any other category or area designated by a written law;
  - (o) a proposal that could destroy or damage an ecosystem of national importance, including, but not limited to, a beach, coral reef, rock and gravel deposit, sand deposit, island, native forest, agricultural area, lagoon, sea-grass bed, mangrove swamp, natural pass or channel, natural lake or pond, a pelagic (open ocean) ecosystem or an estuary;
  - (p) a proposal that would result in the introduction of genetically modified organisms or of non- native

- species that could compete with or destroy any native species;
- (q) a proposal for the construction of a landfill facility, composting plant, marine outfall or waste water treatment plant;
  - (r) a proposal that involves dredging or excavating a river bed;
  - (s) a proposal that is controversial from an environmental standpoint, or is not supported for environmental or resource management reasons by a significant number of representatives from the local community, local government, churches, villages and other groups;
  - (t) a proposal that could lead to the depletion of non-renewable resources;
  - (u) a proposal that could challenge or contravene established customary controls over the use of natural resources;
  - (v) a proposal that could result in any Transboundary movement of wastes that could have an impact on human health, the environment or natural resources in any neighbouring country;
  - (w) A proposal financed by an international or local development finance institution and which requires

- an EIA as a condition of the finance;
- (x) A proposal for farming or agricultural method or system that could result in the contamination or degradation of any agricultural area or land important for agriculture;
- (y) A proposal for a residential subdivision of more than 10 lots.

**Category - 2** (As set out in Schedule (2) Part (2) of Environment Management Act 2005 includes those proposals that require EIA and which must be processed by the approving authority.

They include:

- (a) a proposal that requires processing only because it could endanger or degrade public health or sanitation;
- (b) a proposal that requires processing only because it could harm or destroy important cultural resources including, but not limited to, archaeological sites, cemeteries, historic sites and landmarks
- (c) a proposal for a residential subdivision of not more than 10 lots;
- (d) a proposal for civic or community development;
- (e) a proposal for general commercial development
- (f) A proposal for general industrial development.

In this section-

“Civic or community development” means development for purposes of-

- (a) a market
- (b) a car park or taxi park;
- (c) a bus station
- (d) a town park, swimming pool or library;
- (e) a fire station;
- (f) a police station, court house or prison;
- (g) an animal pond;
- (h) government offices;
- (i) recreational facilities provided by a local authority;
- (j) a parade ground or barracks for the Republic of the Fiji Islands Military Forces or for the Fiji Police Force;
- (k) a radio or telecommunication installation;
- (l) a library or reading room;
- (m) a church, cemetery or crematorium;
- (n) a school or other educational establishment and associated living accommodation;
- (o) an assembly room;
- (p) a kindergarten or crèche;
- (q) a hospital or health care centre;
- (r) a social, private or sporting club registered under the Societies Act;

### **Category – 3**

Development proposals of the following kinds (*As set out in Schedule (2) Part (3) of Environment Management Act 2005*) may not require an Environmental Impact Assessment unless required otherwise by the EIA Administrator.

They include:

- (a) a proposal for the construction of a single family residential building in an approved residential development area, if the construction does not encroach into the coastal zone and is at least 30 meters from any river, stream or the high water mark;
- (b) a proposal for an addition to an existing residential dwelling if the addition is to be used only for residential purposes, does not encroach into the coastal zone and is at least 30 meters from any river, stream or the high water mark;
- (c) a proposal for the construction of a traditional or customary structure (including the Fijian villages within native reserves under the Fijian Affairs Act or villages on the islands of Rotuma or Rabi made from traditional materials, or from natural rock, sand, coral, rubble, or gravel, if the construction or the customary

structure is at least 30 meters from any river, stream or the high water mark;;

- (d) a proposal for emergency action (as defined in Schedule 2 Part 3 (2 & 3) of the Environment Management Act (2005); and Environment Management (EIA Process) Regulations 2007.

## **Step 2: Scoping**

Scoping in EIA involves identifying all of the possible environmental impacts that a development project might cause, and then subsequently determining which of those impacts are likely to be significant and which therefore require detailed investigation in the EIA.

The scoping process itself essentially involves formal and informal meetings with people who may be affected by the proposed project either directly or indirectly or who may have special knowledge of the project area and its environment, e.g. government agencies, NGOs, private businesses, interest groups, individuals, etc.

Scoping identifies existing sources of data, key individual contacts and important areas of field study. It increases local, regional and

national awareness of the project, its environmental concerns and facilitates rapid data collection and analysis. The immediate result of the concluded scoping process is the preparation or modification of the Terms of Reference (TOR) for the conduct of the EIA.

The primary objective of scoping is not to undertake the full EIA studies but to identify possible environmental impacts for further assessments. Many different techniques and tools, such as Checklist and Matrix, have been developed to proceed with the scoping exercise. These tools provide a systematic way of thinking through the potential interactions between a project and its environment.

Scoping Checklist is a simpler, systematic and widely accepted approach for such purpose. It is designed to help users to identify the likely environmental effects of the proposed projects during the scoping exercise.

In most cases, a **Scoping Checklist** is helpful to identify all the activities or sources of impacts that could arise from construction, operation and/or decommissioning of the project.

The findings of the scoping exercise (i.e. information recorded in the scoping checklist) provide a list of potential environmental

issues, which should be considered and assessed in detail in the subsequent EIA.

An example of a simplified Scoping Checklist is given in *Appendix 2*.

### **Site Inspection**

The site inspection allows an “on the ground” check of the proposed development site and it helps to identify the issues that require detail study. It allows familiarization with the site and its environment.

#### *(1) Make a permanent record of the site*

Photographs of the site may be required as part of the assessment. They can be particularly useful for identifying and recording any unusual site features, e.g., vegetation, sacred areas, waterways etc. It will help in discussing the potential effects with other people.

*\* Provisions set out in the EIA regulations relating to site inspections apply.*

A site inspection form as set out in Appendix 1 of these guidelines needs to be filled out by the Administrator and/or Approving Authority and filed for record keeping and verification.

## **Handy hints**

### **Check:**

Records and files for specific details on the site

The plans, to make sure you have a good idea of how the site should look. Make a checklist of points to note.

### **Arrange:**

To take other specialist staff from other line ministries or private sector so you can discuss the aspects to be included in the TOR.

### **Inform the applicant**

To let them know about the inspection and whether you need to meet them or their consultants on the site. The applicant can be informed of the inspection either by:

- a written correspondence/ fax/email in accordance with the EIA regulations and/or;
- verbally over the phone

### **When on site:**

Record the site details and look for the relationships between the proposed development and the features of the site, such as:

## **Natural Features**

- Topography
- Vegetation
- Watercourses

## **Physical Features**

- Position of buildings and infrastructure on site and around site
- Access
- Services availability

## **Adjacent Uses**

- People oriented activities
- Activities with high noise or traffic- generating potential
- Other uses of the resources (e.g. River)
- Other core activities (e.g. Business, schools, residences, recreation)
- Presence of activities using or storing hazardous substance or nuisance generating activities.

## **Public Participation in scoping**

The scoping exercises where ever applicable should involve public participation to gather information that is likely to benefit the planning of the project.

Refer to Section 18 of the Environment Management Act (2005) EIA process regulations for further details on how public participation can be involved during scoping.

### **Scoping meetings**

Notice for scoping meetings should be given by the proponent in accordance with *Section (18) (4) (a) (b) of the EIA Process Regulations (2007)*.

#### **1. Who Prepares the TOR?**

It is common for scoping to be done only by the processing authority. This is particularly true of projects that are not large in size. However, for large projects the lead agency may decide on the participation of other line ministries, private sector and NGO's to assist in the preparation of the TOR.

It is also possible that the developer's consultant prepares the TOR. **A scoping meeting** may be organized by the consultant on behalf of the proponent or the environment officer to present more details. All stakeholders at the meeting could contribute to the discussion and propose addition or deletion to the TOR.

In such cases the TOR must be approved by the processing

authority to ensure that all the issues of importance to the decision-makers are addressed in the TOR prepared by the consultant. Without a written approval on the TOR the consultant should not proceed with the study.

Section 7 of the Environment Management Act (2005) (Environment Impact Assessment process) Regulations (2007) outline the how scoping can be undertaken.

Any Terms of Reference will need to be prepared in accordance with Section (19) (1-5) of the Environment Management Act (2005) and Section (19) of the (Environment Impact Assessment process) Regulations (2007).

An example of a typical Terms of Reference is given in appendix 3.

***It should be noted that the issues contained in one TOR will vary from the other as they will be differing in projects although some similarities may exist.***

### **Step 3: The EIA Study**

The purpose of the study is to assess potential significant environmental issues associated with a project, and to develop appropriate methods to resolve those issues. The TOR for the EIA report describes the scope of work. Due to the large scope of the studies, it is important to utilize skilled and experienced professionals (accredited consultants) for technical aspects of the EIA.

The result of the study will be a completed Environment Impact Statement or Environment Impact Assessment report that will be lodged with the relevant processing authority.

Considerable amounts of fieldwork are usually performed in an EIA study so that accurate measurements of environmental values can be used in making impact predictions. The resolution of many significant environmental issues lies in the design of appropriate environmental protection measures.

It is important that a thorough EIA report is prepared which contains all information as outlined in the TOR. However a recommended format for an EIA report is given below.

## **1. Title of Project**

The project title should identify the type of project proposed and its specific location. The title should indicate too if the project is part of a larger proposal.

## **2. Project Initiator:**

A clear statement is required as to which public or private organization or individual is responsible for the project and who is preparing the EIA report. Include sub-sections on the following:

- Statement of need which should outline the background to the project and the reasons for its being proposed. It should establish a social, economic or other need for the project and should conclude with a definite statement of the aim of the project
- Direct benefits expected: products, services, jobs, return on investment
- The current timetable for the development
- Background information on a list of all consents required or consents sought.
- Identification of people/parties consulted in the preparation of the EIA
- Tabulation of personnel involved in the preparation of the EIA, their expertise and their roles

## **3. Project Descriptions**

- a) Describe the project concept with an indication of the magnitude of the project in terms of product, raw materials and energy consumption and the land, water, labour, transportation, investment, market and special infrastructure requirements;

- b) Maps, photographs, diagrams or technical data can be useful to describe some projects.
- c) A number of project options in terms of size, technology, raw materials, energy sources or even product may have been identified and considered. The principle features of each option should be given and the economic technical and environmental advantages and disadvantages of each discussed and evaluated including where relevant explanations for site selection and the choice of locality.

#### **4. Description of Existing Environment**

- a) Give general descriptions of the baseline characteristics and condition, in quantitative and where not possible in qualitative terms, of the physical, biological and human environment prior to the implementation of the project. This should include a definition of the spatial boundaries where environmental impacts are predicted to occur.
- b) This should also include; -
  - a timetable of different phases of the development; i.e. design, construction, rehabilitation
  - Describe the natural environment including; - geology, soils, flora and fauna, water quality, climate and hydrology.
  - The inter-relationship between the physical and biological components of the environment.

Any environmentally sensitive areas of scientific, socio-economic or cultural significance, including any endangered species or important habitat types should be fully described.

- c) Describe the relevant aspects of the existing built-environment including land-use, community patterns, man-made facilities etc.
- d) Inherent Carrying capacity- A discussion here of resources that may set the threshold limit of this project including water, land area, marine area, seasonal weather, other users, employees, undevelopable land/ foreshore etc.

## **5. Impacts on the Environment**

In considering the possible environmental impacts of the proposal; the following aspects should be fully assessed.

- i) Adverse and/or beneficial impacts;
- ii) Direct and Indirect impacts
- iii) Unavoidable impacts
- iv) Short term impact or long term impacts
- v) Risk Assessment
- vi) Is the impact permanent

In each case the magnitude, intensity and significance of the impact is to be assessed and area of uncertainty identified. Any new amenities, created by the proposal should be identified.

## **6. Mitigation:**

- a) Provide mitigation options, either structural or procedural to prevent or minimize adverse environmental impacts.
- b) A Management Plan to ensure that the development operates with the least possible environmental impacts.
- c) A rehabilitation plan (if applicable) is to be submitted for the rehabilitation of the proposed or any other related site to a satisfactory condition upon completion of the project or as required by the permit granting authority.

- d) The environmental impacts of the mitigative measures should also be evaluated.
- e) Any additional mitigative/rehabilitative measures, which have been considered, should be stated.

## **7. Monitoring**

A monitoring plan should be submitted clearly stating: -

The parameters to be monitored

- ii) Frequency of monitoring
- iii) Who will do the monitoring?
- iv) Who will the monitoring report be submitted to?

## **8. Summary and Conclusion**

- a) Appropriate conclusions should be drawn for each section of the EIA report. Summarize the environmental impacts of the proposal and the steps that would be taken to mitigate adverse environmental impacts.
- b) State the findings and recommendation(s), which the project proponent wishes to raise to the authority's consideration.
  - What is known and with what certainty
  - At is not yet known and why?
  - What could be known with more time and money?
  - What should be known in order to proceed?
  - Prudent course of action in the face of uncertainty
  - Monitoring necessary for adaptive management and compliance
  - Preferred alternative to implement the proposed development (including siting, design, timing)
  - Recommended mitigation associated with the proposed action (preferred alternative)

## **9. References**

Any publication or papers, both published and unpublished that were used, as reference should be listed.

## **10. Responsibility for the Report**

The report should be dated and signed by the developer or his representative. The signatory will assume full responsibility for the contents of the EIA report.

## **11. Appendices**

## Step 4: Review of the EIA Report

Review of EIA Reports may be an internal, largely technical process, or it may be open for public comments as the case may be. For major developments comments from the local community and other affected stakeholders must be sought either through written submissions or through public meetings.

### 1. Publication of Notice

Publication of a report should be carried out in accordance with Section (28) (2-5) of the EIA Process Regulations (2007). The recommended format for a public notice is given in **appendix 4**.

### 2. The Review Process

During the review process the Processing Authority may:

- Request any organization to submit in writing any matter contained in the report
- Request copies of any report, study or document mentioned in the report
- Require the proponent to carry out any further study or submit additional information
- Require an independent review by a technical specialist or review consultant

Recommendations arising out of the review are transmitted to the processing authority for consideration in making a decision on the project.

A review committee appointed by the Processing Authority may review the EIA report using the criteria given in below.

## **Checklist for the EIA Review Process**

During the scoping exercise a detailed Terms of Reference is prepared which is used to guide the preparation of the EIA report. It is reviewed to ensure that the environmental assessment is complete, and that all of the tasks in the Terms of Reference have been completed satisfactorily. It is also to ensure that the report presents as accurate a picture as possible of the likely environmental effects of the project.

### **1. Description of the proposed development**

- a) Is the proposal clearly described in non-technical language
- b) Is the proposal at a conceptual stage, working or defected design stage
- c) Does the description clearly identify the likely direct links between the proposal and the environment?

### **2. Coverage of the EIA, the assessment approach**

- a) Are all the items in the TOR included in the EIA report's Table of Contents?
- b) Is each item of the TOR adequately handled?
- c) Are there evidences of early and meaningful involvement of affected people, groups and communities?

- d) Are there any obvious and unexplained gaps in the coverage of the EIA?
- e) Has baseline data collected been based on the scoping results?
- f) Is the full environmental resource inventory provided for the study area?
- g) Is there appropriate form of quantitative and qualitative information provided for resources that may be affected either directly or indirectly by project activities?
- h) Is there evidence of careful selection of indicator variables, both for impact prediction and monitoring purpose

### **3. Impact Prediction, mitigation and monitoring**

- a) Are clear and sound predictions made about possible impacts?
- b) If predictions are made, is the basis of the prediction clearly stated (including methods, supporting data etc as appropriate)
- c) Do the predictions provide enough information about the nature, severity, likelihood and spatial extent of the impacts?
- d) Are beneficial impacts identified as well as adverse impacts? To what extent are both the beneficial and adverse environmental effects clearly explained?
- e) Are social impact predicted?
- f) What adverse effects are unavoidable?
- g) Do the predictions take account of indirect, cumulative, long and short-term impacts?
- h) Does the EIA consider possible mitigation measures for the likely impacts?
- i) Is the monitoring Programme incorporated into the development Programme?

#### **4. Evaluation**

- a) Are the attitudes of the affected individuals, groups and communities towards the predicted impacts recognized in the EIA?
- b) Are the minutes of the meeting and the attendee list attached?

#### **5. Communication of Impact Information**

- a) Is the EIA clearly and simply organized to provide a coherent study?
- b) Is a summary of the impact information provided in a form that non- technical people can understand
- c) Is there any obvious sign of bias in the discussion of the predicted impacts (e.g. Emphasis benefits, downplay negative aspects etc)
- d) Is there superfluous material, to the extent that it hides important information?

#### **6. Responsibility**

Is it signed by the proponent and if, appropriate by the consultant responsible for its preparation?

## Report

The conclusion of the review is summarized in a short report which describes:

- Key issues taken up in EIA
- Key issues taken up in review
- The standpoints of different stakeholders
- The EIA's quality and relevance
- Recommendations in respect of the EIA's proposal and any changes to these proposals
- Recommendations in respect of decisions based on review

### **Step 5: EIA Report Approval and Environmental Bonds**

The impact assessment process is designed to improve decision-making. The Administrator or the Approving Authority enters formal approval of the EIA report in the Environmental Registry. Generally, the conditions that the project proponent must comply with to get approval are spelled out.

An approval may impose a requirement that a bond be lodged with the Environment Trust Fund to cover the estimated cost of preventing, mitigating or rehabilitating any environmental damage to the site and its surroundings. Commonly, monitoring and impact management plans are required to deal with negative impacts.

Method for calculation of environmental bond is outlined in **appendix 5**.

#### **Step 6: Appeal system**

A developer who disagrees with the decision of the Administrator or Approving Authority may appeal to the Permanent Secretary of the Department of Environment and if further conflicts remain they may then appeal to the Environmental Tribunal within 21 days of receiving the decision.

#### **Step 7: Compliance**

Compliance refers to the implementation of the Environmental Management Plan (EMP). The EIA report may contain an EMP provided for in the EIA or it may be drawn up as a separate document where detailed design and construction needs have been finalized.

The EMP outlines the environmental protection and other measures that should be undertaken by the project to ensure compliance with environmental conditions of Administrator or Approving Authority,

environmental laws and regulations and to reduce or eliminate adverse impacts during construction and or operation.

The Administrator and/or the Approving Authority under Environment Management Act (2005) have adequate enforcement powers to force implementation of the recommended environmental protection measures.

### **Guidelines for Preparing Environmental Management Plans**

Environment Management Plans (EMP) are necessary to ensure that the proposed procedures, actions and measures identified in as part of alleviating environmental impacts of a project are not just a statement of goodwill by the company/ developer but will be effectively implemented.

The EMP should identify feasible and cost effective measures that may reduce potentially significant adverse environmental impacts to acceptable levels. It should also involve operational procedures needed to avoid environmental risks during everyday maintenance operations, as well as emergency and contingency plans in case of accidents, here applicable.

Each EMP must clearly state the company's commitment and policy

on the environment. There must also be a clear statement committing the company to integrate environmental management and specifically the EMP into its operation.

**The preparation of EMP involves the following:**

1. Environmental Policy of the company
2. Specific objectives of the plan
3. Identification and description of the potential adverse impacts and environmental risks associated with implementation of the proposed/ existing project.
4. Detailed description of the appropriate mitigation and compensatory measures together with designs, equipments description and operation procedures (as appropriate) to respond to these impacts or to avoid or reduce risks.
5. Determination of requirements for ensuring that responses to predicted impacts are made effectively and an implementation schedule (timing) for mitigation measures that must be carried out as part of the project.
6. Development of a programme to monitor the impacts arising out of the project operational activities and the effectiveness of the proposed mitigation measures. The monitoring plan should detail as a minimum, impact indicators, location and frequency of sampling, analytical methods to be used and

criteria for evaluation. Such information enables the developer and the Administrator and/or approving authority to evaluate the success of mitigation and allows corrective actions to be taken when needed. The programmes should also include regular audits of the implementation of the EMP.

7. Identification of persons within the company responsible for executing the EMP.
8. Identification of necessary funds (including budget) to implement mitigation measures.
9. Emergency Response Plan in cases where the project uses or produces substance known to have a deleterious effect on the environment.

The decision to proceed with a project is based in part on the expectation that the EMP will be executed effectively. Consequently, the Administrator and/or approving authority expects the plan to be specific in its description of the individual mitigation and monitoring measures which must be integrated into the project's overall planning, design, budget and implementation.

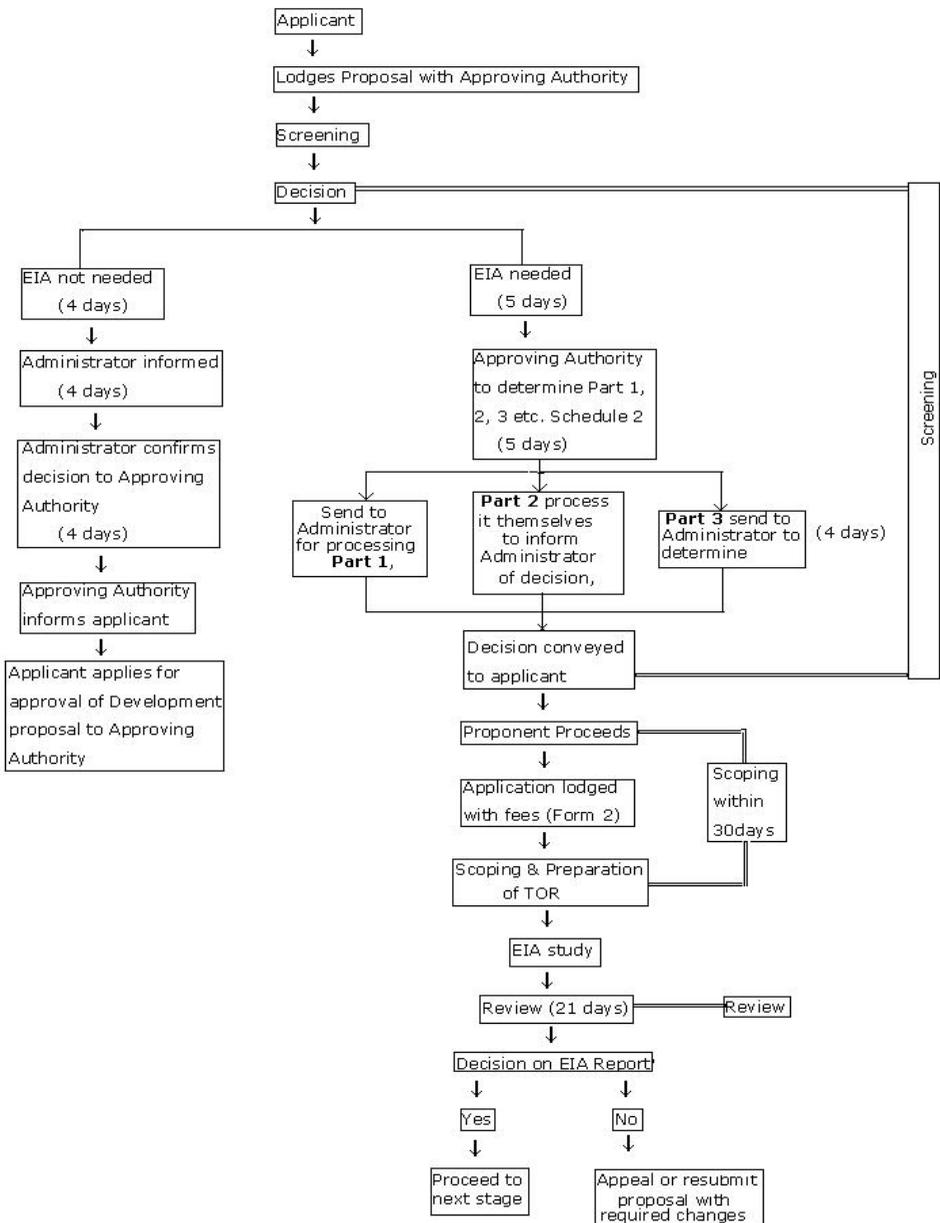
## **Step 8: Monitoring**

In many cases an environmental monitoring plan which may be a component of the EMP will be a requirement of project approval. The environmental monitoring plan will outline the objectives of monitoring, the specific information to be collected, a data collection program and program management. Program management includes assigning institutional responsibility, reporting requirements; enforcement capability and ensuring that adequate resources are provided.

An Environment Management and Monitoring Committee should be established as a condition of approval which will consist of representatives from:

- The Ministry of Environment
- Dept of Town and Country Planning
- The relevant Local Authority
- Other applicable line ministries e.g. Dept of Lands and Mineral Resources
- The EIA consultant
- The contractors responsible for carrying out construction work

# Flow Diagram on EIA Procedure in accordance with the Environment Management Act (2005) and Environment Management (EIA Process) Regulations (2007).



## Roles and Responsibilities of Key Participants in the EIA Process

Participant	Role/ responsibility
<b>Administrator at the Department of Environment</b>	<ul style="list-style-type: none"> <li>(a) Assist the EMU or the Approving Authorities with the processing of proposals for EIA;</li> <li>(b) Scope the proposal if it is under Part 1 of Schedule 2 or any proposals referred by the EMU or the Approving Authorities;</li> <li>(c) Draft terms of reference for an EIA for the proposal or assist the EMU or the Approving Authorities or any consultant in drafting terms of reference on request;</li> <li>(d) Review or assist in reviewing a completed EIA report and make recommendations and comments on any management plan, enhancement plan or protection plan provided for in the EIA;</li> <li>(e) Monitor and if necessary enforce</li> </ul>

	<p>any environmental or resource management requirements resulting from an EIA on the proposal.</p> <p>(f) Conduct any inspection that is necessary to determine that conditions of an approval are met by the developer;</p> <p>(g) Undertake periodic audits to verify the information contained in 6-monthly reports</p> <p>(h) To maintain a register of experts available to assist the review team and to solicit their contributions</p> <p>(i) To maintain a register of accredited consultants to undertake EIA study.</p>
<p><b>Approving authority</b></p>	<p>The roles of an Environment Management Unit as required to be established under the Act are prescribed in Section (15) of the Environment Management Act (2005).</p>

<p><b>The Chief Environmental Inspector (CEI)</b></p>	<ul style="list-style-type: none"> <li>(a) Prepare for legal action on contravention of requirements by the proponent</li> <li>(b) May issue - an order to stop work</li> <li>(c) May order to restore the site</li> <li>(d) May order to carry out any improvement or remediation work on the site.</li> <li>(e) May apply to the court for an injunction for (b).</li> </ul>
<p><b>Proponent or developer</b></p>	<ul style="list-style-type: none"> <li>(a) Lodge the application</li> <li>(b) Meet the cost for processing the application Meet the cost of advertisements in the newspapers</li> <li>(c) Meet the cost of technical review, if required</li> <li>(d) Accept responsibility, for the findings of the EIA and undertake to effect compliance in respect of approval conditions.</li> </ul>

## Applicability of the EIA Report

The EIA's usefulness does not end with the decision on a course of action about the project. It still has several further contributions to make to the project success.

- If the project goes ahead with recommended changes, the EIA's findings should be used to help shape the project to suit the environment by influencing engineering designs.
- Decisions that need to be made in the latter phases of project planning, such as precisely where to route supporting road or rail links should be based on the EIA.
- The EIA's or the EMP precautions on environmental impacts can be part of the brief for tendering on contracts, and should be re-drafted as environmental safety guidance for workers.

Each of these participants will also have a different use for the results of the EIA:

- The **developer** needs to know where to site a project and how to reduce adverse environmental impacts
- The **investor** needs to know how the impacts will affect the viability of the project, and what liabilities are incurred
- The **approving authority** uses the EIA's results to decide on a response to the permit application

- Other **government authorities** will want to know the implications of the project's impacts for other projects they may wish to promote
- The **planner** needs to know how the impacts will interfere with adjacent developments and land uses
- The **local community** need to know how the project's impacts will affect their quality of life
- The **politician** needs to know who is affected and in what way, and what issues should be of concern.

## Conclusion

One of the major objectives of initiating an impact assessment process has been to open up the decision making process, particularly to those affected by a proposed development action. The interactive decision-making process is usually mandated by laws that establish an EIA requirement.

The quality of the impact assessment will be measurably improved if the administrative agency has the power to prevent the development action from occurring and the power to force adoption of measures to mitigate adverse impacts.

Generally, the administrative agency's basis for denial would either be the inadequacy of the impact assessment or the finding that a development proposal's adverse impacts outweigh its beneficial impacts.

## **Frequently asked Questions**

### **1) How do I get an EIA process started?**

The process begins with the lodgment of an application with the approving authority that will make a determination on whether or not an EIA study is necessary. Should one be required the authority may process the application themselves (for a proposal set out in Part 2 Schedule 2 of the Environment Management Act (2005)) or forward it to the EIA Administrator for processing (for a proposal set out in Part 1 and 3 of Schedule 2 of the Environment Management Act (2005)).

### **2) What documentation do I need?**

You need to fill in the EIA screening application form giving details of you proposed development. Also include a locality plan and any documentary evidence on the type of land tenureship, major physical features (if any), geographical location etc and any public consultations already conducted together with the screening fees.

### **3) Which authorities are involved?**

- Local authority, i.e. for urban areas the appropriate city or town council constituted under the Local Government; for rural areas, Rural Local Authorities and the Central Board of Health.
- Lines of Ministries, the private sector, non-governmental organization and other interested person.

### **4) When does the public get involved in the EIA process?**

During the reviewing of the EIA report, members of the public may inspect and view an EIA report within 21 days after it is submitted to

the processing authority. The public may also be involved at the scoping stage and provide comments on the ToR.

**5) What is an Environment Bond?**

It is a bond against the cost of restoration, improvement/remediation work on any area, compensation for loss or damage to property necessitated by the environmental or resource management impacts of a development activity.

The amount of the bond should be sufficient to cover probable cost of matters for foreseeable life of the activity and may be in cash or indemnity insurance, or as a guarantee.

**6) How do I know if I have to pay an Environmental Bond?**

The Director may require a proponent to enter into an environmental bond in relation to a proposal as a condition of approval of the proposal in any case in which the Director considers it appropriate.

**7) Who carries out the EIA study for me?**

The study is the responsibility of the proponent, but a registered EIA consultant must be employed for technical aspects of the study of EIA.

**8) How do I know which consultants to select for my EIA?**

The Department of Environment has a list of registered consultants who are legally authorized to conduct EIA studies. You may request a list of these registered consultants from the EIA Unit of the Department of Environment.

## **9) What happens to my EIA report after approval?**

After reviewing of the EIA report, the Director of Environment or the processing authority may:

- approve the report with or without conditions,
- recommend any additional study on the report,
- not approve the report

The EIA administrator or the approving authority must within 7days from the date of the decision on the report notify the proponent of the decision.

## **10) When do I need to submit a Construction Environment Management Plan (CEMP)?**

After an EIA application is approved, the proponent is required to submit a CEMP that must be approved by the Department of Environment before any construction (including earthworks) can commence.

## **11) Once I get my EIA report approval what is the next step?**

Upon the approval of the EIA report, the Department of Environment will make appropriate recommendations to the Department of Town and Country Planning. The developer should contact the Department of Town and Country Planning (DTCP) regarding the approval of the development itself. The developer will need to comply with the requirements of the DTCP prior to obtaining final

building approval.

The CEMP might be required as a condition by the DTCP and this need to be approved prior to construction commencing.

Subsequently an Operational Environment Management Plan (OEMP) will also need to be lodged with the Department of Environment and approval sought prior to operation commencing.

### **12) How long will it take for me to get my EIA approval?**

After submitting your EIA report you will within seven (7) working days be required to notify the public of your proposed development in any two local newspapers. Following the public notification your EIA report will be up for public review for a period of twenty one (21) working days. A further seven (7) working days will be given to the public to submit any comments and/or concerns on the proposed development if any.

### **13) Can my EIA be refused if so, what can I do?**

Yes, EIA report can be refused. If it does get refused the proponent will be advised about the deficiencies of the report and asked to make amendments as necessary prior to resubmitting the report for review.

**14) Is there a fee that I have to pay to get my EIA approval?**

Yes, fees are required as part of lodging an application. The fee will vary from project to project depending on the value of your proposed development.

**15) Can I request for the wavering of an EIA?**

No. Environment Impact Assessment is a legal requirement under the Environment Management Act (2005).

## **Glossary of Terms**

**Approving authority:** In respect of a development proposal, means a Ministry, department, statutory authority, local authority or person authorised under a written law to approve the proposal

**Developer:** Any person who has proposed or has undertaken to implement a project in the public or private sector.

**Director:** The Director of the Department of Environment

**Environment:** The physical factors of the surroundings of the human being including land, water, atmosphere, climate, sound, odour, taste and the biological factors of fauna and flora and includes the cultural, social and economic aspects of human activity, the natural and built environment.

**EIA Administrator:** Means the Environment Impact Assessment Administrator mentioned in section 12 of the Environment Management Act (2005).

**Environmental Appeals Tribunal:** The Environmental Appeals Tribunal as created under section 56 of the Environmental Management Act (2005).

**Environmental impact:** The effects a project has on the environment and natural resources. These effects may be positive or negative, which could produce costs or benefits.

**Environmental Impact Assessment (EIA):** The systematic evaluation of a project to determine its impact on the environment and natural resources.

**Environmental Impact Assessment (EIA) Report:** The written product of an environmental impact assessment required under section 29 (1) of Environment Management Act (2005) also known as an Environment Impact Statement.

**Environmental Management Plan:** An Action Plan or Management Strategy for the implementation of mitigation measures identified in an Environment Impact Assessment. Usually comes in two parts- Construction Environment Management Plan (CEMP) and Operational Environment Management Plan (OEMP).

**Environmental Planning:** Means planning that takes into account environmental issues.

**Environmental Monitoring:** Means the continuous or periodic assessment of the actual and potential impact of any activity on the environment.

**Minister;** The Minister responsible for environmental affairs.

**Processing Authority:** Processing authority” for a proposal means the approving authority, or

- (a) if the approving authority is the proponent – the EIA Administrator;
- (b) if the proposal is a Part 1 proposal – the EIA Administrator;

**Project:** A development activity or proposal which has or is likely to have an impact on the environment. This encompasses polices, plans and programmes or strategic environmental assessment as well as technology and other categories of activities.

**Scoping**: The process of establishing the principal issues to be addressed in an environmental impact assessment.

**Screening**: The process of determining if a project should be subjected to a detailed EIA. The main considerations being project type, size and the environmental sensitivity of project location.

**Stake-holder**: Individuals, communities, government agencies, private organisations, non-governmental organisations or others having an interest or "stake" in both the EIA process and outcomes of the projects.

## References

ADB (Asian Development Bank). 1994. ***Environment Impact Assessment Training Course***, Manila, Phillipines.

Ahmad, Y. J & Sammy, G.K. 1987. ***Guidelines to Environment Impact Assessment in Developing Country***, UNEP Regional Seas Report and Studies No 85, UNEP.

Carpenter, R.A & Maragos, J.E . 1989. ***How to Assess Environment Impacts on Tropical Islands and Coastal Areas***, A Training Manual for SPREP. East West Centre, Hawaii.

Department of Environment, Ministry of Science, Technology and the Environment. 1995. ***A Handbook of Environment Impact Assessment Guidelines***, Malaysia, Kuala Lumpur.

Sorensen, J & West, N. 1992. ***A Guide to Impact Assessment in Coastal Environments***. Coastal Resource Centre, The University of Rhode Island.

Smith, D.B & Wansem, M. 1995. ***Strengthening EIA Capacity in Asia: Environment Impact Assessment in Phillipines, Indonesia and Sri Lanka***. World Resource Institute, USA.

SPREP (South Pacific Regional Environment Programme). 1993. ***A Guide to Environment Impact Assessment in the South Pacific***, Apia, Western Samoa.

UNEP (United Nations Environment Programme). 1988. ***Environment Impact Assessment Basic Procedures for Developing Countries***, Environmental Resource Limited, London.

**Proposal:**

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**Type of development:**

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**Location:**

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**File reference no (if available at this stage):**

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**STAGE (CIRCLE AS APPROPRIATE):**

- i. PRELIMINARY INFORMATION
- ii. SCREENING
- iii. SCOPING
- iv. OTHER (SPECIFY)

**Stakeholder representation:**

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## Site specific Information

<b>NATURAL FEATURES</b>	<b>COMMENTS</b>
- Topography	
- Vegetation (forest, grassland etc.)	
- Water course (wetlands, rivers etc.)	
- Other	
<b>Physical Features</b>	
- Position of buildings and infrastructure on site and around site	
- Access	
- Services availability (power, telecommunications, water supply, treatment plants and disposal sites)	

<b>Adjacent uses</b>	
- People oriented activities	
- Activities with high noise or traffic- generating potential	
- Other uses of the resources (e.g. River)	
- Other core activities (e.g. Business, schools, residences, recreation, religious)	
- Presence of activities using or storing hazardous substance or nuisance generating activities.	
- Archeological/ historic sites, burial sites etc	

**OTHER COMMENTS:**

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**Attachments (e.g. maps, photographs, sketches):**

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**Name and contact of developer:**

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**Person filling in form:**

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**Role/ Position:**

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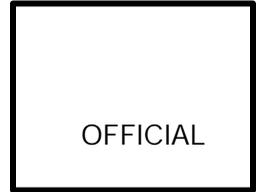
Organisation: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

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**FOR ADMINISTRATOR USE ONLY**

FILE REFERENCE NUMBER: \_\_\_\_\_



SIGNATURE: .....

DATE: \_\_\_/\_\_\_/\_\_\_

**EIA SCOPING CHECKLIST**

Site:..... Date:.....  
 .....

Stakeholders Present .....

.....

.....

.....

(Please tick the appropriate column)

<b>Type of Potential Impact</b>	<b>Construction Phase</b>	<b>Operational Phase</b>
<p><b><i>Air Quality</i></b>                      Gaseous, Dust or Odour emission</p>		

<b>Noise</b> Noisy operation		
Night time operation		
<b>Water Quality</b> Liquid effluent, discharge or contaminated run-off		
<b>Solid Waste</b> Generation of waste/spoil materials at the landfill or public fill		
Land Contamination		
<b>Ecology</b> Loss of native species or genetic diversity		
Deterioration to area of high conservation value (e.g. with endangered/rare/protected flora and/or fauna species)		
Stress on Ramsar Site, Country parks, Marine Parks/Reserve or Conservation Area		
Damage or removal of		

important habitats (e.g. woodland, wetland, etc)		
<b>Fisheries</b> Jeopardising to the Mari cultural zones by traveling or operating dredger		
Discharge close to maricultural zones/ Fishponds		
<i>Visual and Landscape</i> Unsightly visual appearance		
<i>Sites of Cultural Heritage</i> Damage to the site of cultural heritage by excavation works		
Structural vibration of the historical buildings or structures		
<b>Hazards</b> Explosions, spillage, fires, etc. of hazardous materials during storage,		

handling, transport or structures		
Pollution or hazard resulted from risk of Accidents		

## Appendix 3 Typical Terms of Reference (TOR)

### TERMS OF REFERENCE FOR THE PROPOSED (type of)...DEVELOPMENT AT..... (Location).....

#### **BACKGROUND**

These terms of reference is prepared for the proposed (name of)..... development at... (location).

The proposed development comprises of ..... etc.

#### **PURPOSE OF THE TERMS OF REFERENCE**

The purpose of the Terms of Reference is (a.) to determine the environmental baseline condition at the site, (b.) assess the environmental impact of the construction and operation of the resort and (c.) identify practicable mitigating measures.

#### **The components of the EIA are to be:**

A technical report

A non-technical summary of the same report

- The report is a scientific document and should be presented as such, strictly adhering to the format and layout of the terms of reference.

#### **RESPONSIBILITY**

The report should be signed and dated by the developer or his representative at the beginning of the report. The signatory will assume full responsibility for the contents of the EIA document and implementation of recommendations contained within it.

## **I EXECUTIVE SUMMARY**

Provide a concise summary of the EIA in non- technical language with the findings including major potential impacts and recommendations.

## **II PROJECT DESCRIPTION**

Provide a brief description of the development plan (including a detailed conceptual plan to scale) and the typical features of the site, in terms of location (including map), population, economic activities, geography and environment and any limitations to any resources (as relevant).

All aspects of the development should be clearly highlighted and detailed descriptions of their siting should be discussed with justifications.

Also include information on:

- Discussion of the project concept and why it is the preferred option with a scheme plan.
- Location criteria, including constraints
- Area of land required
- The proposed materials to be used (including such details as quantities, sources and nature of materials for fill, aggregate for construction etc) and the transport methods and routes;
- Excavation (including earthworks), dredging, reclamations, clearing etc to be undertaken.

- Methods of storm water drainage, including details of the expected volumes and velocity of discharge and the proposed point/s of discharge into receiving water ways
- Infrastructure and utilities to be applied on site.

### **III. INTRODUCTION**

Explain why, for whom and by whom the EIA has been prepared.

Include sub-sections on the following:

- Statement of need (the objective of the project)
- Justification for the necessity of the project
- The current timetable for the development
- Background information on a list of all consents required or consents sought with their areas of interest in relation to the project
- Identification of people/parties consulted in the preparation of the EIA
- Tabulation of personnel involved in the preparation of the EIA, their expertise and their roles

## **1.0 DESCRIPTION OF EXISTING ENVIRONMENT**

### **1.1 Physical Environment**

- Geology, landscape, and topography in relation to the different aspects of the development
  - Coastal geomorphology and processes, cyclone frequencies and intensities
  - Gather baseline information on existing foreshore (beach) together with a trend analysis to show historical coastal movement induced by wind, wave pattern etc (this baseline

survey will be fully utilized for the purpose of monitoring during construction and operation).

- Soils map for other potential land uses of the site
- Bottom sediment also needs to be described with relation to the stability of structures within the coastal/ foreshore area etc
- Tides, currents and sediment transport with relation to how they occur presently
- Water quality of existing water courses likely to be affected. Parameters to be measured include temperature, clarity/ turbidity/ suspended solids, conductivity, pH, dissolved oxygen/ BOD, oil/grease and hydrocarbons, total and faecal coliform count.
- Assess drainage plan against the storm water to minimize silt-soil being discharged into the surrounding watercourses.
- Assess the integration of the resort and associated facilities in the existing environment (including current land use)

## **1.2 Biological Environment**

- Present baseline inventories of both terrestrial and marine fauna and flora with emphasis on *endemic, rare or endangered species of conservation significance*. Also comment on the presence of any indigenous trees which may have significant ecological, cultural or medicinal value.
- A baseline survey focusing on *current condition of corals shall be carried out*. Also, include the presence of *algal seaweed, if any* (their significance and possible causes) on the reef.
- Present information on any mangroves that occur on or around the site and how they will be affected by any aspect of the development (if at all)
- Locate sensitive habitats and significant natural sites

- Identify species with potential to become nuisances, vectors or dangerous; species or ecosystems vulnerable to natural hazard or climate change impacts
- Present an inventory of avifauna species within the project area focusing on their ecological significance and population status in Fiji

### **1.3 Socio-cultural Environment**

- Existing infrastructure- access and transportation
- Adjacent land-use
- Sources of water supply and evidences to state that there is enough freshwater to support the development activities.
- Archaeological, cultural or historical sites.

## **2.0 POTENTIAL SIGNIFICANT ENVIRONMENTAL IMPACTS**

The potential significant impacts needs to be precisely addressed from several aspects such as conservation of endemic, rare, endangered significant species.

The impacts are to be assessed as follows:

### **2.1 Design and engineering**

Includes issues such as compatibility of project concept with existing structural plans. comment on site suitability and any likely changes to sediment transport system as a result of the erection of the marina, and other over the water structures. Geotechnical investigations and coastal engineering works must show the subsoil condition by

drilling and other means, so that compatibility with structural plans e.g. piers, marina and over water structures etc, can be presented. Provide a description of the source of sand required for beach enhancement.

## **2.2 Construction**

Including land take and site boundaries, site preparation works, effect of the development on the local topography e.g. via earthmoving, dredging, reclamation, excavations (for creation/ deepening of channel) erosion etc. the effect of constructing over water structures on the foreshore needs to be discussed in detail with particular emphasis on any likely change in coastal processes due to construction of jetties, marina, causeway and other over water structures. Also comment on the routes that construction vehicles will use to and from the site. Include issues relating to noise and dust and the impacts it may have on the surrounding communities. Present data on wastewater treatment and disposal, solid waste disposal, use and storage of fuel/ chemicals etc.

## **2.3 Operation and Maintenance**

Use and disposal/reuse of surplus solid waste material; use and storage of chemicals (as required); changes to currents and sediment transport as a result of the construction of the

foreshore/ over water structures which may induce erosion and/or accretion along any part of the shoreline, wastewater treatment and disposal (including those from the swimming pool, accommodation units, kitchen and spa etc); storm water runoff; erosion and sedimentation and visual impacts.

## **2.4 Ecological impacts**

Loss of, damage to and alteration of any terrestrial, aquatic and marine habitats and species as relevant as a direct result of the development itself or as a result of tourism related activities such as snorkelling, diving, fishing etc. Where a significant amount of terrestrial vegetation and/or mangroves will be impacted there needs to be discussions on possible nature swaps and/ or formulation of mangrove management plan to reduce or nullify the impacts.

## **2.5 Vulnerability of the project to natural disasters**

The vulnerability of the project to natural disasters such as cyclones and/or tsunamis also needs to be clearly discussed. Climate change and sea-level rise impacts need to be discussed stating how vulnerable the project may be to any anticipated sea-level rise in future. Appropriate building setbacks or building heights/ and or designs also need to be proposed with justifications.

## **2.6 Carrying capacity**

It is critically important that the carrying capacity of the island be clearly discussed noting in particular limitations to any

resources that may be impacted by the proposed project.

This needs to be further discussed in terms of the maximum number of visitor and related infrastructure that the proposed site can accommodate.

### **3.0 SOCIAL STUDY**

The study area will encompass an area of 1km around the border of the development sites. The impact of the proposed project on human beings and their activities shall be assessed. Particular attention shall be paid to impacts arising from land ownership issues.

Consultations also need to take place with qoliqoli owners as well as existing hotels/resorts nearby.

Central to the purpose of the social study is to identify issues or problems, which the landowners' and/ or residents in or around the study area may have concerning the proposal. Hold at least one meeting in the presence of the Provincial Council/ District Advisory Council and other relevant governmental agencies. Minutes must be kept of these meetings and appended to the report.

***The summary needs to include the expression of commitments of the developer to the respective issues raised in the social study, for instance, how to solve the issues raised, which will***

***be eventually incorporated in the mitigation measures addressed in the subsequent chapter.***

#### **4.0 MITIGATION AND ABATEMENT MEASURES**

The study shall examine and recommend suitable mitigating and abatement measures for the adverse impacts identified. The effectiveness of the measures proposed, should be stated and impacts of significance clearly identified. Measures recommended should be practical to local conditions and readily implemental. This should include a description of the measures envisaged to prevent, minimize and where possible offset any significant adverse effects on the environment of the project. The major issues and/or concerns raised should be addressed well in the mitigation measures.

#### **5.0 SUMMARY & CONCLUSION**

Appropriate conclusions should be drawn. It is useful to summarize the environmental impacts of the proposal and the steps that would be taken to mitigate adverse impacts.

#### **6.0 ENVIRONMENT MANAGEMENT/MONITORING PLAN (EMP)**

A brief management/monitoring plan shall be addressed referring to the mitigating measures and recommendations of the EIA report. The full plan shall be submitted one month prior to commencement of construction work.

## **7.0 REFERENCES**

Any publication or papers both published and unpublished, that were used, as reference should be listed.

## **8.0 APPENDICES**

Append any raw data or any other information relevant to this development.

## Appendix 4 Recommended Format of Public Advertisement

- Must be advertised for two consecutive weeks at least a week prior to public review period commencing.
- Must cover a quarter of a page in any two local newspapers
- Heading to be in bold. Font size **14**.

**For example:** XYZ Biomass Plant

- Subheading should state the purpose of notice. Font size **12**.  
**For example:** *Public Review of XYZ Biomass Plant Environment Impact Assessment (EIA).*
- **The public notice should give a brief on the project in terms of its purpose and justification.**
- It should also explain the purpose of having an EIA study done as well as the consultants involved in conducting the EIA.
- The following are critical information that needs to be clearly outlined:

“The completed EIA report will be available for review by the public from ... dd/mm/yyyy... to ...dd/mm/yyyy... (*add date*)”. (**Note: It shall be for a period of 21 working days**) during normal office hours at the following locations:

1. The Department of Environment (Add Full Address).
2. Office of the proponent (Add full address)
3. Library (Full address)
4. Local authority or equivalent (as relevant- Add Full Address)
5. Provincial Office (as relevant- Add Full Address)
6. Any web site

Submissions on the report need to be referred to the Ministry of Environment no later than *(date at 21st day of review period)* under the following heading:

**ATTENTION:**            **THE PERMANENT SECRETARY**  
**DEPARTMENT OF ENVIRONMENT**  
**XYZ EIA REPORT**

**P.O. Box 2109**  
**Government Buildings**  
**Suva**  
**FIJI ISLANDS**

**Late submissions will not be considered.**

## Appendix 5

## Calculation of Environmental Bond

Proposed landscaping/ rehabilitation cost (\$FJD) as identified in the EIA report plus 15% contingency.

### Example:

Proposed rehabilitation cost: \$25 000.00

15% contingency : \$3 750.00

**Total bond amount : \$28 750.00**