**Environmental Approval Report of Activities**

*Antarctic Treaty (Environment Protection) Act 1980* (ATEP Act)

*Antarctic Marine Living Resources Conservation Act 1981* (AMLRC Act)

Please use this Report of Activities form to report on the environmental authorisation and/or permit for your Antarctic activities.

Reporting is a legal requirement and you must submit your report by the due date in your authorisation and/or permit(s). Failure to submit your report by the due date is considered non-compliance and may impact your future applications and/or authorisations.

For more information about the AAD’s environmental approval and reporting requirements, please visit [Environmental Approval Requirements](https://www.antarctica.gov.au/about-antarctica/environment/environmental-impact-assessment-approvals-and-permits/) (AAD website).

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| * If you have a **Notice of Determination and Authorisation** or **Notice of Variation**, complete **Part A**. * If you have an **ATEP Permit** and/or **AMLRC Permit**, also complete **Part B**. * If you entered or conducted any activity in an **Antarctic Specially Protected Area (ASPA)**, also complete **Part C**. |

Please submit your completed and signed report (and/or any questions) via email to the AAD Antarctic and Environmental Regulation (AER) Section: [eia@aad.gov.au](mailto:eia@aad.gov.au?subject=Report%20of%20Activities).

**Contents**

[**Activity details** 2](#_Toc165312912)

[**Part A:** Notice of Determination and Authorisation or Notice of Variation 3](#_Toc165312913)

[**Part B:** ATEP Permit and/or AMLRC Permit 5](#_Toc165312914)

[**Part C:** Antarctic Specially Protected Area (ASPA) Visit Report 7](#_Toc165312915)

[**Declaration** 10](#_Toc165312916)

[**Appendix A:** Privacy Notice 11](#_Toc165312917)

# **Activity details**

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| **Season** |  |
| **Proponent name** |  |
| **Project title** (and number, if applicable) |  |
| **Start date of activity**  If necessary, provide comments. | Click or tap to enter a date.  Comments: |
| **End date of activity**  If necessary, provide comments. | Click or tap to enter a date.  Comments: |
| **Activity type**  Which activity type describes your activity (select the most relevant)? | Australian Antarctic Program (AAP) science project  AAP non-science project  Tourism  Other science  Other Government  Other Non-Government  Other (provide details): |
| **Location(s)**  In which general area(s) was your activity conducted (select all that apply)? | Antarctic Treaty Area (south of 60ºS)  Australian Antarctic Territory  Casey station  Davis station  Mawson station  CCAMLR area (marine only)  Other (provide details): |
| **Environmental approval documents**  Which environmental approval instruments were granted to conduct your activity (select all that apply)? | Notice of Determination and Authorisation  Notice of Variation  ATEP Permit  Variation to ATEP Permit  AMLRC Permit  Variation to AMLRC Permit  Other (provide details): |
| **Contact details**  (I.e. email, phone, organisation/company, branch/section, alternate contact etc.) |  |

# **Part A:** Notice of Determination and Authorisation or Notice of Variation

Please complete Part A in reference to your Notice of Determination and Authorisation and/or Notice of Variation.

|  |  |
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| **Notice of Determination and Authorisation start and expiry date** | Date notice was signed: Click or tap to enter a date.  Expiry date: Click or tap to enter a date. |
| **If you were granted any variations, provide the most recent Notice of Variation start and expiry date**  (If applicable) | Date notice was signed: Click or tap to enter a date.  Expiry date: Click or tap to enter a date. |
| Not applicable |

Use the table below to report on every condition of your Notice of Determination and Authorisation and/or Notice of Variation.

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| **Conditions**  Copy **ALL** conditions (number and full details) from your Notice of Determination and Authorisation and/or Notice of Variation.  One row per condition (add more rows, as required). | **Reporting**  Demonstrate how you have, or have not, complied with each condition.  Please include or attach any supporting information, photos and/or feedback. |
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| **Did your activities differ from those detailed in the application (or subsequent variation request)?**  If yes, provide details. |  |
| **Were there any issues understanding or complying with the conditions?**  If yes, provide details. |  |
| **Did your activities result in any unexpected environmental impacts, or require different/additional mitigation measures?**  If yes, provide details. |  |
| **Did you install any equipment or release any materials into the environment?**  If yes, provide details and locations  (including within ASPAs). |  |
| **Did you remove any equipment or materials from the environment?**  If yes, provide details and locations. |  |
| **Are you likely to submit another application for the same or similar activity?**  If yes, provide details. |  |
| **Please provide any other useful information or feedback about the activity or the environmental impact assessment application and/or approval process.** |  |

# **Part B:** ATEP Permit and/or AMLRC Permit

Please only complete Part B if you were issued an additional ATEP Permit and/or AMLRC Permit.

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| **Permit type and start/expiry dates**  (Select all that apply) | ATEP Permit  Date notice was signed: Click or tap to enter a date.  Expiry date: Click or tap to enter a date. |
| AMLRC Permit  Date notice was signed: Click or tap to enter a date.  Expiry date: Click or tap to enter a date. |
| **If you were granted any variations, provide the most recent permit variation start/expiry dates.**  (If applicable) | ATEP Permit variation  Date notice was signed: Click or tap to enter a date.  Expiry date: Click or tap to enter a date. |
| AMLRC Permit variation  Date notice was signed: Click or tap to enter a date.  Expiry date: Click or tap to enter a date. |
| Not applicable |

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| **Was the activity undertaken within the specified permit period?**  If no, provide details. |  |
| **Provide names of people who conducted any activities associated with this permit.** |  |
| **Did anyone not listed in the permit conduct any activities or part of an activity associated with this permit?**  If yes, provide names and details. |  |
| **Were any activities conducted in locations not listed in the permit?**  If yes, provide location and details. |  |

Use the table below to report on every condition of your ATEP Permit and/or AMLRC Permit.

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| **Conditions**  Copy **ALL** conditions (number and full details) from your ATEP Permit and/or AMLRC Permit.  One row per condition (add more rows, as required). | **Reporting**  Demonstrate how you have, or have not, complied with each condition.  Please include or attach any supporting information, photos and/or feedback. |
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If your activity involved sample collection, complete the table below. Please note:

* If samples were collected within any ASPAs, provide details in Part C instead.
* If sample were collected both inside and outside ASPAs, use this table for samples collected outside ASPAs only.

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| **Type of sample** | **Number and/or quantity of samples** | **Location of sample collection** | **Other comments** |
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# **Part C:** Antarctic Specially Protected Area (ASPA) Visit Report

Please only complete Part C if you entered or conducted activities in an Antarctic Specially Protected Area (ASPA).

**Note:**

* Only report on the parts of your activities that were undertaken in an ASPA.
* Complete one ASPA Visit Report per ASPA (copy and paste this table, as required).

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| **ASPA number and name** | | |  | | | |
| **Objective of ASPA visit** | | |  | | | |
| **Activities**  Describe activities conducted in the ASPA, including impacts on the habitats and remedial action, where applicable.  (For example, collect water, soil, ice etc., or operational/management activities) | | |  | | | |
| **Date and duration of  ASPA visit(s)** | | **Mode(s) of transport to/from and within ASPA** (including overflights) | | | **Names of all persons who  entered the ASPA** | |
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| **Sampling**  Describe sampling activities conducted within the ASPA.  Ensure you provide sufficient detail describing the following:   1. Gathering, collecting, injuring or otherwise interfering with any native plants. 2. Killing, taking, injuring, disturbing or otherwise interfering with, any native birds or seals (including any dead specimens, bones or eggs). 3. Taking, or impacting the habitat of any native invertebrates. 4. Gathering and collecting rocks and meteorites. | | |  | | | |
| **Type of sample** | **Number and/or quantity of samples** | | | **Location of sample collection** (within ASPA) | | **Other comments** |
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| **Compliance with ASPA  Management Plan**  Describe measures taken to ensure compliance with the Management Plan.   1. Were any measures difficult or impractical? 2. Did any activities not comply? | | |  | | | |
| **Optional: Any other information or feedback, which could assist with future protection and management of the ASPA.**  For example:   1. Any observations of human impacts on the area, distinguishing between impacts of your visit and previous visitors. 2. Is the ASPA adequately protecting the values of the area? If so, which measures are working well? If not, provide any recommendations to improve management measures and better protect the values. 3. Any significant features, which have not been previously recorded for the Area. 4. Provide map of the Area showing location(s) of activities conducted under this permit (as applicable), such as camp site location(s), land/sea/air movements or routes, sampling sites, installations, deliberate or accidental release of materials, any other impacts and/or significant features. 5. Any other feedback about the permit conditions or potential improvements. | | |  | | | |

# **Declaration**

This report declaration must be signed by the proponent, which also acknowledges that you understand the terms and conditions stated in the Privacy Notice (Appendix A).

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| **Proponent’s signature** |  |
| **Proponent’s name** |  |
| **Date** | Click or tap to enter a date. |

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| **File reference:**  1107965  **Record number:**  D24/29252 | **Responsible area:**  Antarctic and Environmental Regulation (AER) Section  **Authorised by:** Director, AER Section  **Contact email:** [eia@aad.gov.au](mailto:eia@aad.gov.au) | **Authorisation date:**  April 2024  **Review date:**  April 2026 |
| **Location of points of use:** <https://www.antarctica.gov.au/about-antarctica/environment/environmental-impact-assessment-approvals-and-permits/> | | |

# **Appendix A:** Privacy Notice

As a division of the Department of Climate Change, Energy, the Environment and Water (the Department), the Australian Antarctic Division (AAD) will collect, use, store and disclose the personal information provided in this report, consistent with the Department’s obligations under the *Privacy Act 1988* (Cth) (Privacy Act) and the Department’s Privacy Policy (<https://www.dcceew.gov.au/about/commitment/privacy>).

**Collection, use and disclosure of personal information**

Personal information includes names, mailing or street address, email address, telephone contact number and facsimile number, as well as other information which we are required to collect in performing our functions or activities.

Personal information is collected for the purpose of assessing your report and the environmental impact of your activity. The collection of this information is authorised by the *Antarctic Treaty (Environmental Protection) Act 1980* (Cth) and the *Antarctic Marine Living Resources Conservation Act 1981* (Cth). This information may be used to contact you regarding your report.

Your personal information and the personal information of third parties may be disclosed to other government agencies, including the Secretariat and other nations that are party to the *Antarctic Treaty*, or to other parties where it is required or authorised by Australian law or court/tribunal order.

Personal information may also be disclosed on ‘Antarctic Information Exchange’, accessed publicly at: <http://www.ats.aq>, in accordance with Australia’s obligations under the *Antarctic Treaty* and the *Protocol on Environmental Protection to the Antarctic Treaty*. This information is hosted by the Secretariat website, which is located in Buenos Aires, Argentina.

As the Secretariat and other overseas entities are not APP entities, and therefore not bound by the Privacy Act, you will not be able to seek redress under the Privacy Act if the Secretariat or an overseas entity handles your personal information, or that of a third party, in a way that breaches the APPs. APP 8.1 will not apply to personal information on this report that is disclosed to the Secretariat or an overseas entity.

By signing this report, you are consenting to the disclosure of your personal information to the Secretariat and other overseas entities.

You may also be required in this application form to disclose personal information of third parties. By providing this information and signing this report, you are declaring that the third parties have read this Privacy Notice and consent to their personal information being provided to the Department by you on their behalf, and the use and disclosure by the Department as detailed in this Privacy Notice.

**How to access your personal information or make a complaint**

The Department’s Privacy Policy contains details about how you may access and make corrections to personal information that the Department holds about you, how to make a complaint about a breach of an Australian Privacy Principle, and how the Department will deal with that complaint. The Department’s Privacy Policy is available at: <https://www.dcceew.gov.au/about/commitment/privacy>.

**Declaration**

By signing this report, you are declaring that you understand the terms and conditions stated in this Privacy Notice, including the disclosure of personal information to other government agencies and to overseas entities such as the Secretariat.