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| **COORDINATION PLAN – JOINT PROCESSING OF EPA WORKS APPROVAL AND PLANNING PERMIT APPLICATIONS** |
| * This coordination plan is for use by proponents, inter-agency and local government staff to record the agreed arrangements and roles and responsibilities of agencies during the parallel processing of works approval and planning permit applications
* The **‘*Process for joint processing of standard works approval and planning permit applications’*** explains how each activity is to be undertaken. *Activities are numbered in the table below to enable efficient reference to the standard administrative process document.* Combined use of these documents ensures a consistent, coordinated and effective approach to approvals
* ***EPA/Council should notify the other agency where a proposal requiring both a planning permit and EPA works approval is received***
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| Company Name and Premises Address: |  |
| Description of proposed works: |  |
| Local council & agencies involved: |  |

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| **Agreed Arrangements and Roles** | **EPA** | **COUNCIL** | **Proponent** | **DoH** | **DSDBI** | **[Other agency]** |
| **No.** | **Proposal Meeting** |  |
| PM1 | Coordinate administration for proposal meeting and assist proponent  |  |  |  |  |  |  |
| PM4 | Attend proposal meeting *(prior to meeting, conduct a preliminary review of proposal & likely issues)* |  |  |  |  |  |  |
| PM10 | Provide post meeting summary to proponent |  |  |  |  |  |  |
|  **Public Notification of Application(s)** |  |
| JA1 | **Newspaper:** Coordination of joint advert *(to be decided prior to proposal meeting)*Administration of advertisement costsNewspapers that advert will appear in: National: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Local: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Advertisement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |
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| JA1 | On Site:Coordination of on-site notice |  |  |  |  |  |  |
| JA1 | Inform affected / interested stakeholders e.g. letter box drop |  |  |  |  |  |  |
| **Coordinated Community Engagement Events** |  |
| EA1EA2 | **Information Session**Coordinate session and ensure relevant stakeholders are notified: Attend, present and answer questions:*Event Details:*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Purpose of the Information Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| EA3EA4 | **20B Conference**EPA will hold the 20B Conference and ensure relevant stakeholders are informedAttend, present and answer questions as required:*Event Details:*Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \ |
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| EA5 | **Planning Panel Hearing *(refer to ‘DTPLI/EPA Memo of Understanding’ joint process)***Attend and present at panel hearing |  |
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