

Applicant pre-submission checklist

WORK PLAN AND WORK PLAN VARIATION

This checklist is for proponents to fill out prior to submitting a work plan or work plan variation application to ensure the application is complete and of high-quality. If the items on this checklist are properly addressed, the extent of change requests will be reduced.

For further detail on the information required refer to the relevant guidance provided on the [Earth Resources Website](#).

Some sites may have certain environmental or landform conditions where it is unclear on what type of detail or issues should be addressed, in this instance we recommend contacting your Assessments Officer to discuss.

Please provide the completed checklist when making submission of the work plan or work plan variation for endorsement by forwarding to Workplan.Approvals@ecodev.vic.gov.au.

Work Plan Requirements Checklist	
General Items	
Submission Date	DD/MM/YYYY
Work Authority/Licence Number	WAXXXXXX / MINXXXXX
Name of Applicant(s)	Name of primary tenement holder (individual or company)
Initial site meeting date (note: if the initial site meeting was held more than one year ago, your proposal has changed significantly, or multiple co-regulator contacts have changed consider the benefits of convening a follow up meeting).	DD/MM/YYYY (indicate type of meeting (e.g. online, on site, etc)) If an initial site meeting was not held, please detail the reason
Co-regulator follow-up meetings	DD/MM/YYYY - include reason DD/MM/YYYY - include reason
Geotechnical meeting with Earth Resources Regulation	DD/MM/YYYY - include reason
Authority / Agency / Council Advice	
Detail the directions and requirements determined by the relevant co-regulators in relation to the proposal. Including the following:	
<ul style="list-style-type: none"> Were all the relevant co-regulators engaged on the proposal? Have all the requirements been undertaken / incorporated and in-principle approval received? 	

Work Plan Requirements Checklist

Work Plan / Variation Items

Description of Work	<input type="checkbox"/> Operations <input type="checkbox"/> Geology <input type="checkbox"/> Sensitive Receptors <input type="checkbox"/> Location map <input type="checkbox"/> Site drawings and Sections
Risk Management	<input type="checkbox"/> Identification of Hazards and Risks <input type="checkbox"/> Risk Management Plan
Rehabilitation Plan	<input type="checkbox"/> End Land Use <input type="checkbox"/> Landform - Safe, Stable and Sustainable <input type="checkbox"/> Closure Objectives <input type="checkbox"/> Closure Criteria <input type="checkbox"/> Rehabilitation Significant Event / Milestones <input type="checkbox"/> Rehabilitated Land Risks (risks that may require monitoring, maintenance, treatment or other ongoing land management activities after rehabilitation is complete.
Community Engagement Plan	<input type="checkbox"/> Community Affected <input type="checkbox"/> Community Consultation / Sharing and Receiving Information <input type="checkbox"/> Complaint Management

Supporting Documents

Applicable Assessments / Studies	<input type="checkbox"/> Blasting Impact <input type="checkbox"/> Geotechnical <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water <input type="checkbox"/> Noise <input type="checkbox"/> Flora and Fauna <input type="checkbox"/> Cultural Heritage <input type="checkbox"/> Other (list below) _____
Applicable Management Plans	<input type="checkbox"/> Blasting <input type="checkbox"/> Ground Control <input type="checkbox"/> Ground Water <input type="checkbox"/> Surface Water <input type="checkbox"/> Noise <input type="checkbox"/> Native Vegetation Clearing / Offset <input type="checkbox"/> Cultural Heritage Management Plan <input type="checkbox"/> Other (list below) _____