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.



**Applicant**

**pre-submission checklist**

WORK PLAN AND WORK PLAN VARIATION

For further detail on the information required refer to the relevant guidance provided on the [Earth Resources Website](https://earthresources.vic.gov.au/legislation-and-regulations/guidelines-and-codes-of-practice).

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.](mailto:Workplan.Approvals@ecodev.vic.gov.au)

|  |  |
| --- | --- |
| **Work Plan Requirements Checklist** | |
| **General Items** | |
| Submission Date | *DD/MM/YYYY* |
| Work Authority/Licence Number | *WAXXXXXX / MINXXXXXX* |
| 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:*   * *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 | Operations  Geology  Sensitive Receptors  Location map  Site drawings and Sections |
| Risk Management | Identification of Hazards and Risks  Risk Management Plan |
| Rehabilitation Plan | End Land Use  Landform - Safe, Stable and Sustainable  Closure Objectives  Closure Criteria  Rehabilitation Significant Event / Milestones  Rehabilitated Land Risks (risks that may require monitoring,   maintenance, treatment or other ongoing land management   activities after rehabilitation is complete. |
| Community Engagement Plan | Community Affected  Community Consultation / Sharing and Receiving   Information  Complaint Management |
| **Supporting Documents** | |
| Applicable Assessments / Studies | Blasting Impact   Geotechnical   Groundwater   Surface Water   Noise  Flora and Fauna   Cultural Heritage   Other (list below) |
| Applicable Management Plans | Blasting  Ground Control  Ground Water  Surface Water  Noise  Native Vegetation Clearing / Offset  Cultural Heritage Management Plan  Other (list below |

**2**