



## Information on proposed action (template)

By providing this information including the issues and questions you would like discussed at the pre-referral meeting will ensure that the Department provides the appropriate resources to your project.

|   | Details |
|---|---------|
| Project name  |         |
| Brief description of the proposal including location (latitude/longitude).<br><i>If available, any maps should contain the project boundary.</i>  |         |
| Name of person/company proposing to take the action (Proponent) and contact details   |         |
| Purpose of the meeting – what key areas would you like to discuss?<br><i>A suggested <b>Pre-referral meeting agenda template</b> (<a href="http://www.environment.gov.au/protection/environment-assessments/assessment-and-approval-process">http://www.environment.gov.au/protection/environment-assessments/assessment-and-approval-process</a>) is available to help as a guide for the pre-referral meeting. Please modify this agenda to suit your requirements.</i> |         |

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| <p>Preferred meeting date/time (morning/afternoon)</p> <p><i>Provide a range of dates and times to allow for flexibility. The Department will then arrange a meeting and inform you of the final arrangements.</i></p>   |  |
| <p>Meeting attendees</p> <p><i>Please indicate who will be attending and their job titles.</i></p>   |  |
| <p>Meeting requirements</p> <p><i>What specific equipment can the Department provide for the meeting e.g. laptop and/or projector, whiteboard etc.</i></p>   |  |
| <p>Expected timing of submission of the referral documentation.</p> <p><i>This information can assist the Department with its resource planning.</i></p>   |  |
| <p>Expected timeframes for commencement and completion of proposed action (if known).</p> <p><i>Note that we cannot fast track approvals to suit projects; rather we are required to follow statutory processes. Where we can provide advice to ensure a streamlined approach we will do so.</i></p> |  |