



**PRE-REFERRAL MEETING AGENDA TEMPLATE**

**Proponent name:**  
**Other attendees:**  
**Jurisdiction:**

**Department officer attending:**  
**Date:**  
**Time: 30–90 minutes**

**This is a suggested pre-referral meeting agenda. Please modify this agenda to suit your requirements.**

| Pre-referral discussion  | Time |
|--|------|
| <ul style="list-style-type: none"> <li>• Referral history – including details of previous or current referrals (if applicable).</li> </ul>   |      |
| <ul style="list-style-type: none"> <li>• Discuss project               <ul style="list-style-type: none"> <li>○ Background of the proposed action (including split referrals, part of a larger action – if applicable).</li> <li>○ Description of the proposed action including alternative solutions considered to avoid or minimise impacts to Matters of National Environmental Significance (MNES).</li> </ul> </li> </ul>   |      |
| <ul style="list-style-type: none"> <li>• Matters of National Environmental Significance               <ul style="list-style-type: none"> <li>○ Identify MNES likely to be directly or indirectly impacted by the proposed action</li> <li>○ If available, provide accurate and up-to-date information including surveys, mapping and supporting details on specific MNES.</li> <li>○ Department to discuss any suggested additional information required to determine the scale and severity of impacts to MNES as a result of the proposed action.</li> </ul> </li> </ul> |      |
| <ul style="list-style-type: none"> <li>• Avoid, minimise and mitigate               <ul style="list-style-type: none"> <li>○ Discuss mitigation and management measures proposed to avoid or minimise impacts to identified MNES.</li> </ul> </li> </ul>   |      |
| <ul style="list-style-type: none"> <li>• Environmental offsets (if applicable)               <ul style="list-style-type: none"> <li>○ Note that while offsets cannot be taken into account in the referral decision, it may be relevant in deciding the appropriate level of assessment and be considered at the assessment and approval stages.</li> </ul> </li> </ul>  |      |
| <ul style="list-style-type: none"> <li>• Any other issues/areas to be included by proponent/consultant (please provide details):               <ul style="list-style-type: none"> <li>○ If applicable, clarify the timing and details for any external processes that may need to be considered as part of a referral e.g. Independent Expert Scientific Committee on Coal Seam Gas and Large Coal Mining Development (IESC) etc</li> </ul> </li> </ul>  |      |
| <ul style="list-style-type: none"> <li>• Expected timeframes (commencement/completion).</li> </ul>   |      |

| <b>EPBC Act Information and decision making process</b>   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Discuss EPBC Act assessment process including legislative timeframes and expectations.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Discuss cost recovery requirements.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Detail state/territory bilateral process being undertaken and discuss Commonwealth assessment alignment considerations, if applicable, including Client Service Charter.</li> </ul>  |  |
| <b>Next steps – email follow-up to capture outcomes of meeting</b>  |  |
| <ul style="list-style-type: none"> <li>• Department officer to email proponent/consultant outlining the key messages discussed in the meeting including any outstanding issues or suggested additional information that may be included in your formal referral.</li> </ul> |  |

### **Caveat**

The Department cannot give any assurance on a proposed action until it has been referred under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). Once the formal referral is received and the cost recovery fee is paid, the Minister (or delegate) will consider whether the proposed action is a 'controlled action' and thus requires assessment and approval under the EPBC Act. Further information may be requested by the Department for the purposes of making that decision, as well as deciding on the appropriate assessment approach for the action.