

New Major Projects upgrade for state significant projects

The Major Projects portal has been upgraded to facilitate prelodgement engagements between proponents and public authorities for all state significant projects

What has changed?

From 21 July 2023, councils are required to provide pre-lodgement advice to proponents for state significant projects via the Major Projects portal. Councils can use the portal to:

- receive, manage and track pre-lodgement engagement requests from proponents for state significant projects
- provide advice, request additional information and receive or send meeting requests on all prelodgement engagement requests initiated by proponents.

The upgrade will help councils digitally engage, in real time, with proponents at pre-lodgement engagement stage (during the prepare Environmental Impact Statement phase) The upgrade will also provide the department oversight of engagement to assist with the assessment of the proposal.

Note: this feature will only apply to projects for which a request for Secretary's Environmental Assessment Requirements (SEARs) is accepted on or after 21 July 2023. A project for which SEARs is issued prior to 21 July will still be required to engage the relevant council directly for prelodgement engagement.

Why is this upgrade necessary?

Feedback from industry and public authorities advises the current offline pre-lodgement engagement process is difficult and manual. Proponents are expected to reach out directly to the relevant public authorities as required by their SEARs. Sometimes proponents do not know how to engage a particular public authority as the process is highly variable and unique for each authority.

Public authorities also advised the department that proponents fail to meaningfully engage and address issues raised at a pre-lodgement engagement meeting. Since the department has no visibility over offline engagements, assessment officers are only across engagement details disclosed by a proponent and are not aware of any unresolved issues until the EIS is placed on exhibition and authorities raise the same concerns to the department. This can result in unnecessary delays to the assessment process as key issues are left to be resolved at the Response to Submissions stage.

Fact sheet for Councils



Is council required to provide pre-lodgement advice on state significant projects?

Pre-lodgement engagement between the proponent and the local council is a SEARs requirement for all state significant projects. A proponent should endeavour to contact and engage the local council before submitting their EIS.

Early engagement for state significant projects is critical as issues can be identified sooner and appropriate mitigation measures discussed. Council can also provide expert advice and views at a stage when the design of the project can be most easily influenced. The department encourages councils and proponents to meaningful engage at pre-lodgement engagement and resolve key issues before submitting their EIS. The new pre-lodgement portal is designed to make pre-lodgement engagement more convenient for all parties and also improve transparency and accountability during the engagement.

How do I use the portal to provide advice on state significant projects?

1. Pre-lodgement engagement cases will appear as tasks on your group dashboard

Once the department has issued SEARs on a project, the proponent will be able to initiate an engagement request with council. The engagement case will now appear as a task on your group dashboard.

My Groups Work

Project Name	Tase ID	🕐 Task	TRequest Category	T Start Date	Tue Date	Tays Remaining Clast Accessed By	
SSD-8435160	PAE-91626891	Provide Advice to Proponent	Pre Lodgement Engagement	10/07/2023	07/08/2023	25 days	
SSD-9105256	PAE-91626638	Provide Advice to Proponent	Pre Lodgement Engagement	10/07/2023	07/08/2023	25 days	
SSD-9105343	PAE-91621894	Provide Advice to Proponent	Pre Lodgement Engagement	10/07/2023	07/08/2023	25 days	tii
SSD-6105443	PAE-91623153	Provide Advice to Proponent	Pre Lodgement Engagement	10/07/2023	07/08/2023	25 davs	

Fact sheet for Councils



2. View and respond to (accept or decline) an engagement request

Click on the task to view the engagement case and any attachments. Council can either accept or decline an engagement request. You may decline an engagement request if you believe advice is not required for the project due to it being a simple and straightforward application or if you wish to not provide advice.

Details of Request				
Public Authority Name BOTTLE MART	Reason for Consultation / Expected Results Pre Lodgement Engagement	Start date 10/07/2023	Due Date 07/08/2023	
Engagement Notes				
Review Information				
Is engagement required for this	project? *			fes No
Please upload an At	tachment.			
Attachments				
				Add attachment +

3. Request additional information

If you require additional information to provide advice, you may simply request additional information as shown below.

Details of Request	Details of Request					
Public Authority Name BOTTLE MART	Reason for Consultation / Expected Results Pre Lodgement Engagement	Start date 10/07/2023	Due Date 07/08/2023			
Engagement Notes test						
Review Information						
Is engagement required for this	project? *			Yes V No		
Do you require additional inform	nation to provide the advice? *		C	Yes No 🗸		
Please provide your advice *						
Remaining: 500 characters						
Please upload an At	tachment.					
Attachments						

Fact sheet for Councils



4. Respond to (accept or decline) a meeting request

You may receive a meeting request for an engagement case. New meeting requests will appear on your group dashboard as an icon (IIIIIIII) next to the engagement request. Click on the Task and view the meeting by selecting the meeting tab at the bottom of the page.

Note1: Meetings will need to occur outside of Major Projects. If council accepts a meeting request, you will need to get in touch with the proponent directly to organise the meeting time and date outside of the portal.

Note 2: Proponents are able to request a meeting when creating an engagement case or later, once an engagement is underway. Only one open meeting case is possible at any given point of time.

My Groups Work

		U lask	Request Category	T Start Date	To Due Date	T Days Remaining	T Last Accessed By	
D-8435160	PAE-91626891	Provide Advice to Proponent	Pre Lodgement Engagement	10/07/2023	07/08/2023	25 days		_
D-9105256	PAE-91626638	Provide Advice to Proponent	Pre Lodgement Engagement	10/07/2023	07/08/2023	25 days		Ē
D-9105343	PAE-91621894	Provide Advice to Proponent	Pre Lodgement Engagement	10/07/2023	07/08/2023	25 days		
D-6105443	PAE-91623153	Provide Advice to Proponent	Pre Lodgement Engagement	10/07/2023	07/08/2023	25 days		
Related Ca	ses							
Engagement	Meeting							
Case ID	Ŧ	Status	Owning Case ID		Date Created		Date Submitted	
MEE-918	32642	New	PAE-91832639		13/07/2023		13/07/2023	
eeting Actio	DN	ertake					Actions ~	×
Accept Meetin	a Request	Decline Meeting Request						
imary Conta	act Details							
I name		Work Pho 041010	one 2871		Participant	email	e nsw dov au	

Fact sheet for Councils



5. Request a meeting for an engagement

If council wishes to hold a meeting with the proponent to discuss an engagement case, and the proponent has not elected for a meeting, you can create a meeting request by selecting the option to Create a Meeting under the Actions menu. You will be required to provide a reason for requesting a meeting.

Details of Request				
Reason for Consultation / Expected Results Pre Lodgement Engagement	Start date 13/07/2023	Due Date 10/08/2023	Initiate Meeting	
ngagement Authority		Thursday, 13 July 2023 3:5	4:01 PM AEST	
	nould not have been Closed or w be closed.	as not satisfactorily resolved, please provide feed	Iback or any	
	Reason for Consultation / Expected Results Pre Lodgement Engagement	Reason for Consultation / Expected Results Start date Pre Lodgement Engagement 13/07/2023	Reason for Consultation / Expected Results Start date Due Date Add Work Pre Lodgement Engagement 13/07/2023 10/08/2023	

6. View meeting minutes

A copy of the meeting minutes will be shared with council when a proponent uploads the minutes.

Note 1: Proponents are required to upload meeting minutes for each meeting.

Fact sheet for Councils



7. Opting for no further engagement

Council may also opt out of further engagements in an engagement case if you believe that sufficient advice has been provided on the project. You can do so by selecting the option 'Yes' to the question shown below. You will be required to provide a reason for opting out of the engagement case.

Details of Request			
Public Authority Name BOTTLE MART	Reason for Consultation / Expected Results Pre Lodgement Engagement	Start date 13/07/2023	Due Date 10/08/2023
Engagement Notes test			
Review Information			
Is engagement required for this	project? *		Yes No
Details of Response			
Please upload an Att	achment.		
Attachments			
			Add attachment
Further Engagement			
	er engagement notifies the proponent that no further enga e able to create new engagements for this project.	gement is required and that no fu	urther advice will be provided in relation to this engagement.
The proponent will still be			
Do you wish to opt for No furthe	r engagement ?		Yes 🗸 No
Note: Opting for no furth The proponent will still be Do you wish to opt for No furthe	r engagement ?		Yes 🗸 No
Do you wish to opt for No furthe	r engagement ?		Yes 🗸 No
Do you wish to opt for No further Reason for No further engagement	r engagement ?		Yes 🗸 No

8. View all records of engagement

Councils can view records of an engagement even after the engagement is complete by searching for the case ID, using the filter, under 'My Team Actioned Engagements' table.

My Team Actioned Engagements Below is the list of coses associated with your group.						[C]		
() Project Name	Tase ID	T Engagement Type	🖲 Start Date	🕐 Due Date	() Submitted Date	() Status	() Owning Case ID	
SreejaB	PAE-91806889	Pre Lodgement Engagement	12/07/2023	09/08/2023	12/07/2023	Open-ReviewAdvice	SSI-91713403	
Sreeja56	PAE-91723704	Pre Lodgement Engagement	12/07/2023	09/08/2023	12/07/2023	Open-ReviewAdvice	SSI-91681420	
Name1107	PAE-91791138	Advice on SEARs	12/07/2023	25/07/2023		More Information Required	SSI-91692143	

Fact sheet for Councils



9. Provide feedback on engagement closed by proponents

Proponents may close an open engagement, if no advice is provided within 28 days of receiving the engagement request or for other reasons specific to a particular engagement. In this scenario, council is still able to provide feedback on the project or engagement for another 5 days from the proponent closing out an engagement case.

ou agree that the engagement has been satisfactorily resolved? 💮	Yes No
e provide your comments *	
ning: 5000 characters	
chments	