

Appendix 2

REGION PLANNING SCHEME STATUTORY PROCEDURES CHECKLIST

A - Preliminary Requirements		
s35	<p>Did the Commission resolve to prepare a region planning scheme or initiate a non-minor amendment to an existing region planning scheme?</p> <p><i>Date of Commission Resolution: [Insert Date]</i></p>	Select...
s36	Do any of the legislative restrictions in s36 apply?	Select...
B - Environmental Protection Authority (EPA) and Environmental Reviews		
s38(1)	<p>Did the Commission refer the proposed scheme or non-minor amendment to the EPA, immediately after resolving to prepare the scheme or initiate the non-minor amendment, by giving the EPA written notice of the resolution and sufficient written information to comply with s48A of the <i>Environmental Protection Act 1986</i> (EP Act)?</p> <p><i>Referred to EPA: [Insert date]</i></p>	Select...
s39(2), s48C(1)(a) EP Act	<p>Was the Commission required to conduct an environmental review?</p> <p>If yes:</p> <ul style="list-style-type: none"> <li>Did the Commission forward the environmental review to the EPA?</li> <li>Did the EPA advise that the review was undertaken in accordance with instructions or 30 days lapsed without receiving advice from the EPA?</li> <li>Were the above two procedures complied with before the RPS/non-minor amendment was submitted to the Minister for consent to public submissions under s42?</li> <li>If the EPA advised that the Commission's review was not undertaken in accordance with instructions, did the Commission comply with s39? Provide details of compliance.</li> </ul> <p><i>[Insert details of Commission compliance]</i></p>	<p>Select...</p> <p>Select...</p> <p>Select...</p> <p>Select...</p> <p>Select...</p>
s45, s48A(1)(b) (i) EP Act	<p>Did the EPA assess the proposed scheme or non-minor amendment?</p> <p>If yes:</p> <ul style="list-style-type: none"> <li>Did the Commission forward each relevant submission to the EPA?</li> <li>Did the Commission inform the EPA of its views on and response to the environmental issues raised by submissions?</li> </ul>	<p>Select...</p> <p>Select...</p> <p>Select...</p>
C - Advertising		
r4(2)	<p>Did the Commission decide on an advertising period which was not less than 60 days?</p> <p><i>Advertised from [insert date] to [insert date].</i></p>	Select...
r4(4)	Did the Commission publish for the whole of the advertising period, an advertisement prepared within the requirements of regulation 4(3), and the proposed scheme or non-minor amendment, on a website maintained by, or on behalf of the Commission?	Select...

r7	Did the advertisement invite public submissions on the proposed scheme or non-minor amendment in accordance with regulation 7?	Select...
r4(5)	Did the Commission publish the advertisement (prepared within the requirements of regulation 4(3)) in a newspaper that regularly circulates the area to which the proposed scheme or non-minor amendment would apply, on at least 2 days during the advertising period?	Select...
r4(6)(a) and r4(7)	Did the Commission give a written notice containing the advertisement and an invitation to make a submission (in accordance with regulation 7) to each local government whose district is (wholly or partly) in the area to which the proposed scheme or non-minor amendment would apply?	Select...
r4(6)(b) and r4(7)	Did the Commission make reasonable endeavours to give written notice containing the advertisement and an invitation to make a submission (in accordance with regulation 7) to public authorities who the Commission considers would be likely to be affected by the proposed scheme or non-minor amendment?	Select...
r4(6)(c) and (d)	Did the Commission make reasonable endeavours to give written notice containing the advertisement to:	Select...
	<ul style="list-style-type: none"> <li>each owner of land which the Commission considers would have its zoning or reservation changed by the proposed scheme, or would otherwise be affected by any provision contained in the proposed scheme that relates to zoning or reservation of land; or</li> <li>each owner of land who, in their capacity as owner of the land, the Commission considers would be likely to be affected by the proposed non-minor amendment?</li> </ul>	Select...
s43(1)(b) and r7(3)	Did the Commission consider all submissions that are made in response to the invitation?	Select...
	Did the Commission consider all submissions duly lodged?	Select...
	How many submissions did the Commission receive? <i>Number of submissions: [Insert]</i>	
<b>D - Submission and Approval</b>		
s48	Did the Commission submit the scheme or non-minor amendment to the Minister with a copy of the submissions and the Report on Submission pursuant to the requirements in section 48?	Select...
s50 and s53	Did the Minister submit the scheme or non-minor amendment for the Governor's approval pursuant to the requirements in sections 50 and 53?	Select...
s54	When the Governor has approved the scheme or amendment, whether with or without modifications.	Select...
	<ul style="list-style-type: none"> <li>scheme or non-minor amendment, or the scheme or amendment as so modified, but not including any maps, plans or diagrams, published in the Gazette? <i>Date of Gazettal: [Insert Date]</i></li> <li>the maps, plans and diagrams open for public inspection at such times and such places as the Minister determined? <i>Public Inspection: [Insert details]</i></li> </ul>	Select...