

NATIONAL CAPITAL AUTHORITY: PROTOCOL FOR AMENDING THE NATIONAL CAPITAL PLAN		
STEP	PROPONENT / PROJECT TEAM	NATIONAL CAPITAL AUTHORITY AND NCA AUTHORITY BOARD
PRELODGE	Proponent completes master planning, community consultation and other supporting reports and drawings for submission to NCA	
STEP 1	Package up NCP Amendment and submit with NCP	NCA Accepts Draft Amendment to NCP
STEP 2	Proponent may engagement with NCA during this step	<p>Preparation of draft amendment to NCP. NCA Consultation Process includes:</p> <ol style="list-style-type: none"> NCA consultants with key stakeholders NCA considers the view and issues expressed by key stakeholders and prepares the draft for public
STEP 3	Proponent would request a copy of submission and prepare a response to key issues (if required)	<p>Public Consultation on a draft amendment to NCP. NCA Consultation Process includes:</p> <ol style="list-style-type: none"> NCA consults with the Territory Planning Authority (EPSDD / ACTPLA) NCA considers any comments received from the Territory Planning Authority Concurrently NCA releases draft amendment for public consultation for a period of 30 business days. This includes: <ul style="list-style-type: none"> Advertisement in media (Canberra Times or other media via electronic or print mediums). NCA media release issued Draft NCP amendment published on NCA website NCA holds at least one public information session NCA considers any submission received under the following process: <ul style="list-style-type: none"> Copies of submissions may be made available to the proponent or public on request. An acknowledgement notice (email or letter) is provided to each submitter within 5 business days of receipt by the NCA. NCA prepares and publishes a consultation report on the NCA website. The report will include an analysis of the issues raised by submitters and any changes made to address those issues.
STEP 4	-	<p>Consideration by Authority Board.</p> <ol style="list-style-type: none"> NCA submits the draft amendment or instrument and consultation report to the Authority for consideration. Authority Board makes a recommendation on the draft amendment to the NCP.
STEP 5	-	<p>NCA submits amendment to NCP and consultation report to the Minister. In the event the Minister approves the amendment the following process is followed:</p> <ol style="list-style-type: none"> Copy of the Amendment to the NCP is lodged with the Federal Register of Legislative Instruments (FRLI) A copy of the amendment and consultation report is made available at the NCA offices and on the NCA website. The NCA notifies each party who made a submission on the decision and provides a copy of the consultation report. The amend to the NCP is subject to Parliamentary scrutiny until the expiration of the disallowable period.

NOTE: The above NCA amendment to NCP protocol has been adapted from the NCA Commitment to Community Engagement policy dated August 2015.