

Renewal guideline

Minerals and Coal

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This guideline provides information about the renewal process for minerals and coal resource authorities listed in Table 1, including:

- receiving your renewal information
- key dates and why they are important
- ensuring you have met all obligations outlined as part of the grant of the resource authority you are renewing
- paying renewal fees and other charges
- relinquishing land (if applicable).
- how to make your renewal application online.

Key information

This guideline applies to resource authority holders, their agents, representatives, or anyone carrying out renewal functions on behalf of a resource authority holder or third party. By following the recommendations outlined in the guideline, you will be best placed to have your request processed within agreed timeframes, and with minimal disruption.

The department recommends that this guideline be read in conjunction with the relevant resource legislation to gain a full understanding of the administrative activities that can be conducted over resource authorities.

Renewal activities are the steps you need to follow to ensure that your renewal application is processed in the most efficient and timely way and with the least amount of disruption.

Applying is as easy as registering for the [MyMinesOnline](#) electronic lodgement system.

Who can apply?

The authorised holder or authorised holder representative can lodge a renewal application. A signed *Consent of all holders* form must be provided as part of the application. Refer to the Authorised Holder Representative (AHR) guide www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/legislation-policies/policies-guidelines.

Expiry Notice

Before the resource authority reaches its renewal period, the authorised holder will be sent an expiry notice. The material provided in this notice will depend on your resource authority type, but all notices will include:

- letter of expiry including links to important information about your resource authority
- key dates for lodgement of your renewal application
- information about resource authority obligations you need to meet before the resource authority can be renewed

- land information, including instructions on how to use [GeoResGlobe](#) to extract the most up-to-date land information.

Before starting your resource authority renewal application, read the contents of your expiry notice. Use the notice and this guide to collect the required information for your application. The expiry notice outlines the mandatory obligations you need to meet for your resource authority to be considered for renewal.

If resource authority obligations have not been met, you must put in place measures to ensure that all obligations will be met by the resource authority expiry date. If you cannot meet your obligations, you need to supply justification outlining why they have not been met and how this will be rectified.

Renewal lodgment and periods

Renewal applications can be submitted using MyMinesOnline with payment of the relevant fee. All applications need to be submitted prior to the expiration date of the resource authority. Any application made after the expiry date of the resource authority term will not be accepted. You will be provided with an expiry notice approximately two weeks before the start of the renewal period for your resource authority.

Renewal applications for minerals and coal resource authorities can only be made only within a specific renewal period and for a maximum term as specified in the *Mineral Resources Act 1989* (MRA). The renewal periods and maximum terms are summarised in Table 1.

Table 1: Renewal period and term by resource authority

Resource authority	Legislation	Renewal period	Max Renewal Term
EPM, EPS, EPC	Mineral Resources Act 1989	3-6 months before expiry	5 Years
ML	Mineral Resources Act 1989	6-12 months before expiry	No maximum but no longer than the duration of the landholder compensation agreement or native title agreement
MDL	Mineral Resources Act 1989	6-12 months before expiry	5 Years
MC	Mineral Resources Act 1989	6-12 months before expiry	10 Years

If you lodge the renewal application outside the renewal period, a request giving reasons for lodging the application late and asking the department to accept the late application is required.

The reasons for late lodgement must be reasonable and identify an actual cause or causes for the late lodgement. For example, a reasonable excuse may include force majeure circumstances over which the holder does not have control, or through the fault of the department.

For more information about late lodgement, refer to MIN/2015/1253 Operational policy Renewal of exploration permits www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/legislation-policies/policies-guidelines.

Requirements for each resource authority type

The requirements for renewals vary across resources and between resource authority types. **Table 2** outlines what evidence and documents are required at each stage of the renewal process, for each resource authority type.

Table 2: Information requirements for renewals

	MC	EPM/S	EPC	MDL	MLM	MLC
Renew holder details						
Term sought	✓	✓	✓	✓	✗	✗
Resource authority expiry date	✗	✗	✗	✗	✓	✓
Select mineral type	✗	✗	✗	✗	✓	✓
Renewal justification	✓	✓	✓	✓	✓	✓
Consent of all holders	✓	✓	✓	✓	✓	✓
Statement of facts and circumstances (if no-renewal condition exists)	✗	✗	✗	✗	✓	✓
Statement of reasons (not applying for ML)	✗	✗	✗	✓	✗	✗
Public interest statement (optional)	✓	✓	✓	✓	✓	✓
Holder obligations						
Statement for each obligation that has not been met (if applicable)	✓	✓	✓	✓	✓	✓
Compliance history statement	✓	✓	✓	✓	✓	✓
Obligations history checklist	✓	✗	✗	✗	✗	✗
Land information details						
CSG statement (if overlapping)*	✗	✗	✗	✗	✗	✓
Statement addressing CSG criteria (if overlapping) *	✗	✗	✗	✗	✗	✓
Relinquishment notice (only if relinquishing)	✗	✓	✓	✗	✗	✓
Partial EA surrender form (only if relinquishing)	✗	✓	✓	✗	✗	✓

	MC	EPM/S	EPC	MDL	MLM	MLC
Land information list	✓	✗	✗	✓	✓	✓
Copy of compensation agreement	✓	✗	✗	✓	✓	✓
Details of non-payment of compensation (if applicable)	✓	✗	✗	✓	✓	✓
Native title details						
Original grant showing renewal is allowed	✓	✓	✓	✓	✓	✓
New native title process required if renewals not permitted	✓	✓	✓	✓	✓	✓
Provide department with new ILUA (if applicable)	✓	✓	✓	✓	✓	✓
Provide department with copy of existing ILUA (if applicable)	✓	✓	✓	✓	✓	✓
Opt into State ILUA (if applicable)	✓	✓	✓	✓	✓	✓
Proposed program or plan						
Set term for work program / mining program / development plan	✓	✓	✓	✓	✓	✓
Work program / mining plan / development plan template	✓	✓	✓	✓	✓	✓
Rationale for work program / mining plan / development plan	✗	✓	✓	✓	✗	✗
Financial and technical capability statement						
Financial and technical capability statement	✗	✓	✓	✓	✓	✓
Financial and technical commitments document	✗	✓	✓	✓	✓	✓
Additional supporting financial evidence (if required)	✗	✓	✓	✓	✓	✓
Additional supporting technical documents (if required)	✗	✓	✓	✓	✓	✓
Third party declaration (if outsourcing/sub-contracting)	✗	✓	✓	✓	✓	✓

*CSG statements are required if the mining lease falls under the overlapping framework in Chapter 8 of the *Mineral Resources Act 1989*.

Supporting evidence

Before you apply to renew your resource authority there are a range of documents you will need to prepare / collect to submit with your application, including:

- consent of all holders for renewal
- renewal justification statement
- public interest statement (**optional**)

- statement of facts and circumstances – conditions of grant **(ML only)**
- statement of reasons for not applying for mining lease **(MDL only)**.
- obligations history statement and supporting information
- overlapping, compensation and native title information
- proposed later development plan or later work program
- financial and technical capability information

Consent of all holders

For online customers, part of the renewal process specifies that all resource authority holders must consent to the lodging the renewal. This consent must be in writing and indicate that all resource authority holders provide their informed consent to lodging the renewal. Use the Consent of all holders template on the website <https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/forms>.

Renewal justification statement

Having a resource authority renewed is not an automatic process. The department is required to undertake an assessment of a number of aspects of the resource authority to make a determination if a renewal should be granted including:

- the land still contains workable quantities of a resource
- the activities on which the previous resource authority term was granted were completed, adjusted and re-scoped where they needed to be
- the objectives for which the previous resource authority was issued had been met
- the activities proposed for the renewal period comply with the purposes for which the resource authority can be issued
- the proposed activities for the renewal term are an appropriate use of Crown land and will conform with sound land use management principles
- the holder/s has access to sufficient and appropriate financial and technical resources to carry out the proposed activities.

To support the renewal application, holders are given the option to supply a statement justifying why they think the renewal should be granted and what benefit will be achieved by granting the renewal.

You might like to include in your statement details about:

- economic viability, market projections and commodity prices
- summary statements related to what financial and technical resources you have available at your disposal (this will differ from the information to be provided as part of the financial and technical requirement of the application)
- the overall rationale of what you are trying to achieve

- any foreseeable constraints or challenges.

See **appendix 1** for an example of the contents included in a renewal justification statement.

Public interest statement

***Optional for all resource authorities**

The term “public interest” refers to the inherent legal interest the general population holds in anything that affects its welfare, wellbeing or how state-regulated resources are managed.

When an application is assessed, the department will undertake a public interest adversity assessment - giving consideration to any information relevant to the renewal, including publicly made comments, letters/submissions to the department or departmental policy.

You have the opportunity to provide a statement that demonstrates the renewal of the resource authority will not adversely affect the public interest. It should identify the impact that the resource authority has on the community and may include material such as public comments, for example, media articles, stakeholder engagement undertaken to mitigate public concerns, environmental/exploration reports.

Note: Although providing a public interest statement is optional, it’s your opportunity to provide information to support your application when the Minister is considering the public interest impacts of your proposed project.

Statement of reasons for not applying for ML

***Applies to MDLs only**

An MDL can be issued to holders of an EPM, EPC or EPS following a discovery of minerals or coal on a resource authority area.

It allows the resource authority holders to carry out further studies of a resource and to assess the development potential of a site by conducting feasibility studies and other testing or raising capital for investment.

It is expected that applicants will plan their projects carefully and the initial grant term nominated will be sufficient to carry out the required activities. For this reason, applicants can apply to have a MDL renewed, but a *Statement of reason for not applying for a mining lease* needs to be attached to support the application. See **appendix 2** for a sample of a Statement of reasons for not applying for a mining lease on the next page.

Statement of facts and circumstances—conditions of grant

***Only applies to a mining lease for mineral or coal, where there is an existing condition on the resource authority that prohibits it being renewed.**

When your original resource authority was granted, it may have been subject to a condition that it could not be renewed. If you are applying to renew a mining lease that falls into this category, you will need to provide a written statement detailing why the application should be renewed.

You need to attach a *Statement of facts and circumstances* to support your application and it should contain a justification as to why the renewal should be granted despite the condition.

Specific conditions for mining leases

If you are the holder of a mining lease for minerals or coal, you need to indicate to which category the lease belongs. The department needs this information to ensure that you are being charged the correct fee when you renew your resource authority and to improve our data quality.

The categories to select from include:

- Corundum, gemstones and other precious stones
- Eluvial, colluvial and alluvial gold and eluvial, colluvial and alluvial tin
- Coal
- Other minerals.

The renewal of your resource authority may be subject to specific conditions, in addition to meeting the mandatory obligations of a resource authority holder. These additional conditions will have been communicated to you by the department.

Holder obligations

For the department to be able to assess your renewal application, you need to provide us with information as to how you have met your resource authority obligations.

If you haven't met your obligations, you will need to provide us with information for each obligation about why you haven't met the obligation and the measures you will undertake to meet them.

Note: If you have not met the mandatory resource authority conditions and do not provide evidence to support why they haven't been met, the department can refuse to receive and process the renewal application.

Obligations history statement

***Mandatory for all resource authorities**

Holders of all resource authority types need to attach an Obligations history statement to outline how the resource authority obligations have been met in the previous term.

This document needs to outline the full compliance history of your expiring resource authority term and needs to address any requirement that was a condition of grant for your resource authority.

Obligations history checklist

*Mining claims only

This document needs to be attached as supporting evidence by applicants who are applying to have a mining claim renewed. The obligations history checklist can be found at:

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/forms>. Please Note this document has been combined with the obligations history statement so you are only required to upload one document in MMOL.

Obligation requirements

Reporting obligations

To meet your resource authority obligations, all statutory reporting must have been met in the previous term, including lodgement of activity reports and the lodgement of expenditure statements. More information about your reporting requirements can be found by accessing information at <https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/reports-notices/annual-reporting>.

Rental payments

*All resource authority types except mining claims

One of your resource authority conditions is to ensure that all rental payments are current.

If the rent is not current, you will be asked to provide a statement to address why it is not current and to outline what measures will be undertaken to pay it before the expiry of the resource authority.

Note: Rent must be paid by the due date or penalties can be charged. For more information refer to the legislation under which your resource authority was granted.

Royalty returns and payments

Ensure that your royalty returns have been completed and lodged with the Office of State Revenue (OSR), and any royalty payments owing have been met (if applicable). If royalty returns and/or payments are not up to date, you need to attach a statement outlining how you will meet this obligation before your resource authority expiry date.

Rates, penalties and other charges

If you are liable to pay local government rates, or if you've incurred any civil penalties or other charges over the resource authority term, these need to be paid before lodging your application.

If they haven't been paid, provide a statement as to how you will meet the obligations before the end of the expiry term.

Security payments

Refer to **MIN/2018/4100 Operational Policy, Security assessment – mineral and coal resource authorities** or **MIN/2019/4921 Operational Policy, Security for mining claims** for more information. These are available at www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines.

Security payments are paid before the grant of a resource authority, however, in some cases, security may be reassessed throughout the life of the resource authority and additional security payments may be required at renewal.

Land information details

This section is about the resource authority area that you want to renew. You will have received, as part of your expiry pack, instructions on how to activate the relevant layers and carry out a search in GeoResGlobe for the resource authority area that is the subject of your renewal application.

For further information about topics in this step, refer to the operational policies below, available at www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines.

- MIN/2015/1248 Operational policy, Conditional surrender of exploration permits
- MIN/2015/1254 Operational policy, Work program and relinquishment conditions
- MIN/2015/1243 Operational policy, Renewal of exploration permits.

Overlapping resource authorities

***Applies to coal and oil shale MLs that overlap with either or both ATP and PLs**

Overlapping resource authorities refer to resource authorities that are granted over the same area as another resource authority, where the required production location is the same, but the target resource is different. This means that a coordinated approach to the exploration and production activities needs to be taken, especially in relation to coal seam gas (CSG). Refer to Chapter 8 under the *Mineral Resources Act 1989*.

Depending on your resource authority type, you need to supply a CSG statement, a statement addressing CSG assessment criteria or both. For the detailed information that needs to be included in both of these documents.

Relinquishment of resource authority area

***Applies to EPM, EPC, ML**

For resource authorities granted under the *Mineral Resources Act 1989*, at the time of renewal you may be required to relinquish part of the resource authority area. If you are intending to relinquish part of your resource authority area, provide a relinquishment notice. A partial surrender form for your environmental authority will need to be lodged with the [Department of Environment and Science](#).

If you choose not to upload a request to relinquish any part of the resource authority area with this renewal application, you must still comply with the relinquishment requirement for this resource authority. This includes relinquishment resulting from sole occupancy of a ML (coal) holder in an

overlapping area under chapter 4 of the *Mineral and Energy Resources (Common Provisions) Act 2014*.

For full details of relinquishment conditions, see MIN/2015/1254 Operational policy Work program and relinquishment conditions available at www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines.

Land information and compensation details

*Applies to ML and MC

Within five business days after a renewal application for a mining claim or a mining lease is made, the holder must give a copy of the renewal application and of any documents or information prescribed by regulation to the following persons (each an *interested party*) -

- each owner of land the subject of the mining claim or mining lease
- each owner of land outside the boundary of the area of the mining claim or mining lease the holder intends to use to access the area; and
- if an agreement for compensation or a determination of compensation has been made, give a copy of the most recent agreement or determination to the interested party.

The application given to an interested party need not include information that may disclose the holder's financial and technical resources, or information that has a commercial or other value that may be destroyed or diminished if it were disclosed.

*Applies to MDL

The department requires information about the compensation agreements that are in place with **each landholder** affected by the resource authority activities. The agreements in place must be valid for the entire duration of the renewal term and cover each land parcel in your resource authority.

Sourcing information about resource authority areas

In your expiry notice you received information about your resource authority area, however, this information might be out of date by the time you submit your renewal application. Instructions on how to source up-to-date information about your resource authority area in the department's online mapping system, GeoResGlobe is included in your expiry notice.

Compensation agreements

You need to attach a copy of all compensation agreements to your renewal application. At the time of applying for your renewal, if you do not have a compensation agreement in place, you need to indicate what measures you are undertaking to ensure that it will be in place by the time the existing resource authority expires.

Applicants also need to ensure that they have met all compensation arrangements for the resource authority term that is ending. If the original obligations have not been met, detail why payments have not been made or works not carried out.

Native title assessment

Under the *Native Title Act 1993* (NTA) the granting of a mining resource authority for exploration or production purposes, over land that is subject to native title, is classified as a 'right to mine'.

A right to mine is a form of a 'future act' and this subset of a future act is given an additional avenue to engage with the relevant native title parties. This is the right to negotiate process.

All future acts trigger the obligation to address potential impacts on native title rights and interests and there are a variety of options that an applicant can undertake under the NTA.

The processes available vary depending on the type of resource authority, the works to be undertaken and the area of land that is subject to native title. If there is land subject to native title in the resource authority area, the applicant will be asked to nominate a preferred native title process including:

- expedited procedure
- right to negotiate
- private Indigenous land use agreement (ILUA)
- State ILUA
- combination of the above processes.

If the area of an EPM, EPC, or an MDL consists of between 90 - 99.9% exclusive land, then generally the application can proceed with the land subject to native title excluded from the resource authority, unless otherwise requested by the applicant. Refer to the Excluding Land Subject to Native Title Operational Policy for more information. This is available at www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines.

Further information about Native Title can be found on the department's website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/applying/native-title.

Existing native title provisions

At the time of renewing your resource authority, your resource authority will have been subject to native title conditions for the term that is expiring.

The first part of the native title process is to confirm with the department that the native title process your resource authority is currently subject to allows for your resource authority to be renewed. If it does, you need to provide evidence of this. If it doesn't allow for renewal, you may need to undertake a new native title process.

In some cases the existing provisions will also extend for the period of renewal. In this instance, you will only need to review the elected native title process if you are intending to change the type of activities you are carrying out under the resource authority and/or if the proposed renewal term extends beyond the duration of the existing native title provisions.

Resource authorities granted prior to 1996

For online customers, MyMinesOnline checks background system data to determine when the original resource authority was granted. If your resource authority was granted prior to 1996 you can only renew your resource authority if the resource authority term and the conditions that the resource authority was originally granted under have not changed. If you wish to increase the resource authority term or undertake additional mining activities, a native title process may be required.

Note: Resource authorities that were granted subject to the right to negotiate process, an expedited procedure process, or contain predominantly exclusive land, can be renewed without further reference to native title.

Choosing a new native title process for your renewal

If your existing native title agreement does not allow for renewal, the term of your resource authority is changing or the activities you want to carry out on the resource authority area have changed, you will need to apply to undergo an alternative native title assessment.

Refer to the department's website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/applying/native-title.

Proposed program or plan

As part of the renewal application process, the department needs to understand what work you have planned for the proposed resource authority area. A typical work program or later development plan will include site specific information about the proposed exploration, production or mining activities and infrastructure requirements.

Work program for exploration resource authorities

The grant and renewal of an EP or an MDL is conditioned for the term for which the EP or MDL is granted. A work program for an EP may either be activities-based or outcomes-based under section 130AA of the MRA. An activities-based work program provides a detailed description of the activities proposed to be carried out during the term, and the estimated human, technical and financial resources proposed to be committed to exploration work during the term.

You are required to provide a rationale of the proposed activities with the application. The rationale should provide details of the research carried out, interpretations made and models developed which led to the selection of this area for application.

Refer to **MIN/2015/1254 Operational policy Work program and relinquishment conditions** to ensure that the work program submitted takes into account the reduction in areas required for the resource authority.

The department requires a sufficient amount of information to be provided by applicants to demonstrate that they have met the statutory requirements of the application.

When carrying out your work program, if there is a significant departure from your committed activities you should report this as a variance from the proposed work program in your activity report. If this variance is in conflict with your resource authority conditions, you will need to report this as a failure to comply as part of the report or seek approval to vary your resource authority conditions. See **MIN/2015/1246 Operational policy Application to vary conditions of an exploration** permit for more information.

An outcomes-based work program provides flexibility in planning and allows explorers to adjust their activities in response to exploration results without the need to seek approval from the department to vary their work program.

The requirements of an outcomes-based work program include:

- the outcomes proposed to be pursued during the term
- the strategy for pursuing the outcomes during the term
- the information and data proposed to be collected as an indication of mineralisation during the term; and
- the estimated human, technical and financial resources proposed to be committed to exploration during the term.

The proposed outcomes need to identify:

- the mineral being explored; and
- the level of mineralization expected to be discovered; and/or
- the level of commerciality of the resource expected as a result of the exploration.

The strategy for exploration is an in-depth rationale that needs to demonstrate how this will align and achieve the outcome to the best of the holder's knowledge. For example, a proposed outcome could be to ascertain, within a specified time period during the term of the permit, the likelihood of commercial deposits of specified minerals occurring in a specified geological area, basin, geological period etc. within an estimated depth range of, for example, 100 to 250 metres. The strategy for pursuing the outcomes could include an in-depth rationale that demonstrates that the applicant understands the approach required in pursuit of the outcomes to the best of their knowledge.

For more information about the requirements for either an activities-based or outcomes-based work program, refer to the [Work program guideline \(MRA\)](#).

Proposed activities

The proposed work program should be designed around the rationale.

The proposed work programs, if accepted, will be part of the proposed conditions of the resource authority when issued and ongoing compliance with the resource authority conditions is a requirement under the legislation.

Expenditure

Under section 14 of the Mineral Resource Regulation 2013, an EP holder must lodge an expenditure statement for an activity report for an EP or an MDL which must itemize the expenditure incurred for each authorised activity carried out under the permit or licence during the reporting period for the permit or licence.

Expenditure is a component of the work program for a MDL (not an EP) that states the costs of each work program activity to be completed by the applicant (the expenditure statement).

Expenditure should reflect the activities which form your exploration research and on the ground program (the exploration model).

The following are not currently considered as allowable costs:

- staff costs not directly connected to work on the resource authority in question
- inter-state travel to and from site
- environmental or cultural surveys
- resource authority management costs.

Drilling activities

Applicants should provide accurate descriptions of proposed work program drilling activities, such as type, depth, and number of holes.

Ideally applicants will, for each drilling activity, complete both the proposed number of metres and the proposed number of holes in the work program. It is understood that these are estimates as the department recognises that unforeseen geologic variables can require drilling activities to change during the work program period.

When assessing compliance with the approved work program, where the total number of metres and/or the total number of holes in the approved work program have not been completed, the department will consider:

- the total number of metres drilled
- the total number of holes drilled
- any explanation given for the potential noncompliance
- the extent to which relevant drilling activities completed were consistent with the rationale given for the exploration program
- the extent to which relevant drilling activities completed were effective in achieving the objectives of the exploration program.

Research / resource investigations

The department requires detail on the exploration data researched or captured for the land subject to the renewal application. This should be included or referenced in the rationale submitted to support

the exploration model and proposed work program. The appropriateness of the work program and exploration techniques will be assessed according to the proportion of the existing level of knowledge and the size of the area.

Exploration model

A satisfactory exploration model should provide details of the research carried out, what interpretation was made based on the data collected and the exploration model derived from this interpretation. This should include an explanation of what exploration opportunity and potential is created with this exploration model.

Rationale

The department requires an explanation of the rationale behind the proposed work program, including an overall rationale for the complete work program and a more detailed rationale for the years being renewed.

The rationale for the work program statement needs to address the following questions:

What are you looking for?

- Explain the high-priority target mineral/s to be explored for during the resource authority term
- Include where possible the methodology, preferred techniques, and definitive parameters to be used.

Why do you think you will find it here?

- Provide a summary of the covering research, previous work and the exploration model developed to support the proposed work program which is being undertaken to advance the exploration model.
- Where little or no research is currently available, you should state there is no known research to reference but explain why that exploration model has been chosen.
- Include (where practicable or necessary) the regional geological settings, including as appropriate, basin models, structure, mineralization, deposits and specifically addressing the geological aspects of the area applied.

How do you propose to go about finding it?

- Significant work programs (either activities-based or outcomes-based for an EP) must include a map that shows the geological aspects of the application area with the resource authority area outlined
- Provide an outline illustrating how the exploration is to be undertaken during each year of the resource authority term and describe when and where the activities will occur, that is, a general locality or in relation to geological references.

- Describe the work program for each year of the proposed resource authority term, including the machinery and equipment to be used each year to undertake the exploration work.

Note: Small explorers (opals and gemstones) need only supply a basic rationale to support the application, but it must accurately reflect exploration activities and known understanding of the geology.

Later development plans for coal leases

The principal objectives of a development plan are to:

- provide a better understanding of the nature and extent of the proposed development and production of mineral resources from the lease
- allow an assessment of the proposed development and whether it is appropriate (this is particularly important with respect to resources that are not currently being mined or have been not developed for some time)
- assess the prospective resource utilisation and identify any resource sterilisation issues
- allow appropriate resource management decisions to be made, particularly in the case of overlapping petroleum tenure and coal or oil shale tenure.

The scope of development plans will vary depending on the size and complexity of the proposed mining operations.

The plan for a smaller open cut operation, for instance, would require less detail than a multi-seam open cut and underground operation that also had coal seam gas extraction issues.

In all cases development plans must:

- address all relevant legislative requirements
- cover every mineral that the lease holder or applicant has (or will have) the right to mine, for example, coal and coal seam gas
- provide adequate graphic representations (maps) of the resource and mining information requested
- demonstrate the inter-relationship between multiple resources, such as coal and coal seam gas.

In essence, plans should identify the possibility for coordinated development of coal or oil shale, and petroleum resources, the impact of development of each resource on the other resource, the relative value of each resource and the benefit to the State from development of each resource.

A development plan for a coal mining lease or oil shale mining lease that forms part of a larger mining operation needs to be framed in the context of the larger operation.

Detailed information on the requirements of later development plans can be found in *Mining leases: initial and later development plans* at www.business.qld.gov.au/industry/mining/applications-compliance/development-work-programs.

Initial and later development plans for prescribed mineral mining leases

Development plans are only required for MLs or mining projects that mine one or more prescribed minerals above a threshold production amount in any lease year, which runs from one anniversary date to the next anniversary date. For further information refer to the [Mineral Mining Lease Development Plan Guideline](#).

Mining programs for mining leases

Applications for, or renewal, of an ML that do not fall within the criteria for a prescribed mineral ML must submit a mining program under section 245(1)(n) of the MRA instead.

The principal objectives of a mining program are to:

- provide a better understanding of the nature and extent of the proposed development and production of mineral resources from the lease
- allow an assessment of the proposed development and whether it is appropriate (this is particularly important with respect to resources that are not currently being mined or have been not developed for some time)
- assess the prospective resource utilisation and identify any resource sterilisation issues
- allow appropriate resource management decisions to be made.

The scope of mining programs will vary depending on the size and complexity of the proposed mining operations. The plan for an alluvial gold project or a small open cut operation, for instance, would require less detail than a multi-seam open cut and underground operation that also had coal seam gas extraction issues. If the mining lease supports other resource authorities or forms part of a project, the program described must describe the project and clearly show the relationship of this mining lease.

If your file is too large to send to us, or is causing your internet connection to time out when using the upload function, [contact the relevant hub](#).

Financial and technical capability

Financial and technical capabilities of holders need to be understood to ensure any planned activities are sufficiently funded and adequately resourced.

The onus is on applicants to demonstrate how the financial and technical capability and commitments for the resource authorities will be met. Provision of funding and technical resources may be shared across multiple holders, or one holder may assume the majority of responsibility for one or the other.

To address these requirements, applicants need to supply a financial and technical capability and commitment documentation, as well as the appropriate evidence details below.

Evidence requirements for financial and technical capability

If an applicant with financial or technical responsibilities for the resource authorities has over five years history as a resource authority holder in Queensland, they may utilise their history together with a statement as evidence to support this application.

If an applicant with financial or technical responsibilities does not have five years history as a resource authority holder in Queensland, they must attach additional supporting evidence proving their ability to uphold their responsibilities.

In addition, if you are using any third party contractors for the technical aspects of the work, you will need to attach a statement from the third party, outlining what services they will be providing.

Evidence requirements for financial and technical capability

History	Financial documentation	Technical documentation
More than 5 years	<ul style="list-style-type: none">Financial capability statementFinancial commitments document	<ul style="list-style-type: none">Technical capability statementTechnical commitments documentThird party declaration (if applicable)
Less than 5 years	<ul style="list-style-type: none">Financial capability statementFinancial commitments documentSupporting evidence of financial capability (see list below)	<ul style="list-style-type: none">Technical capability statementTechnical commitments documentThird party declaration (if applicable)Supporting evidence of technical capability (see list below)

For more information, please review our full [Financial and Technical Capability Guide](#).

Application steps for MyMinesOnline

What you need to do	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select <i>Lodge, renew or surrender a permit</i> under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab and select <i>Renew a permit</i>. Information on <i>resource authority</i> types and the relevant forms are also available to download</p> <ol style="list-style-type: none">If you agree with the <i>Terms and Conditions</i>, select ContinueSearch for a permit to renew and Enter the permit number of the permit being renewed. Enter the full permit type and number, for example, EPM25923. Select Next to continue.Review the permit summary details on the next screen to ensure that the holder details are correct and you are renewing the correct permit, select Next to continue.If you have entered the incorrect permit number, you can choose 'Back' at this point to go to the previous screen and enter the correct permit number, select Add permit	Permit number for renewal

What you need to do	Supporting information
<p>5. Upload the prerequisite permit holder/s consent/s and select Save</p> <p>Note: At this stage the system creates the renewal application. This may take a few moments. You need to wait until the screen displays with the link <i>Continue to your application</i>.</p> <ul style="list-style-type: none"> Select the Continue to your application link <p>Once created, the steps to follow for the new permit application display in the <i>Renew permit dashboard</i> if completing the steps online. Complete each step as described in the summary. The status of each step displays once details are completed. Some steps will not be available until a preceding step is completed.</p> <ul style="list-style-type: none"> Select Step 1. 	
<p>Step 1: Permit renewal details</p> <p>From the Renew permit dashboard or form, select Step 1: <i>Permit details</i></p> <ol style="list-style-type: none"> Enter the permit renewal term from the drop-down box OR Enter the proposed expiry date for the permit using the calendar. Indicate if there is a condition on the existing permit that prohibits it from being renewed (mining leases only) (<i>If yes, upload a Statement of facts and circumstances to support your application</i>) <p>Note: After each step, the system refreshes to display the status. If a step is complete, the Complete status displays. If incomplete, the status Incomplete displays. Steps can be revisited throughout the process.</p>	<p>Consent of all holders form – mandatory</p> <p>Renewal justification statement</p> <p>Public interest statement - optional.</p> <p>Statement of reasons for not applying for a mining lease - mandatory (MDL only)</p>
<p>Step 2: Holder obligations</p> <p>From the Renew permit dashboard or form, select Step 2: <i>Holder obligations</i></p> <ol style="list-style-type: none"> Indicate if all statutory reporting obligations have been met for the permit. If NO, upload a statement addressing how you will address this obligation. Indicate if all rent has been paid. If NO, upload a statement addressing how you will address this obligation. Indicate if a completed royalty return has been lodged and any royalties paid. If not applicable, select Not Applicable. If NO, upload a statement addressing how you will address this obligation. Indicate if all local government charges and penalties have been paid. If not applicable, select Not Applicable. If NO, upload a statement addressing how you will address this obligation. Confirm if all security payments have been made. If not applicable, select Not Applicable. If NO, upload a statement addressing how you will address this obligation. Upload an obligations history statement (mandatory). Download an obligations history checklist, complete and upload to your application (mining claims only). Obligations history statement and obligations history checklist is combined into one document. 	<p>Relevant obligation statements if required</p> <p>Obligation history statement or obligation history checklist for mining claims only</p>

What you need to do	Supporting information
<p>Step 3: Land information details From the Renew permit dashboard or form, select Step 3: Land information details</p> <p>Overlapping permits (mining leases only) Indicate if the lease you are renewing is for coal or oil shale. If YES, indicate if the permit overlaps with:</p> <ol style="list-style-type: none"> 1. an authority to prospect (upload a CSG statement and a Statement addressing CSG assessment criteria) 2. a petroleum lease (upload a CSG statement only) 3. both an ATP and a PL (upload a CSG statement and a Statement addressing CSG assessment criteria) 4. neither of these permit types (no documents required). <p>Relinquishment Indicate if you intend to relinquish any of the permit area required by the date of expiry of the current term of this permit. If YES, you upload a relinquishment notice (optional)</p> <p>Compensation agreements Indicate if there is a compensation agreement required for this permit.</p> <ol style="list-style-type: none"> 1. If NO, enter an explanation as to why a compensation agreement is not required. 2. If YES, indicate if there is a valid agreement in place. 3. If NO, indicate how you will ensure compensation agreements will be in place with the department by the expiry of the permit. 4. If YES, upload a copy of all compensation agreements and indicate if all payments and works have been carried out. If not, enter an explanation. <p>Land Details Please complete the review of the land information details or upload information template.</p> <p>You have 2 options</p> <p>Option 1</p> <ol style="list-style-type: none"> 1. Upload land information list and select Next – if uploading the land information template you are not required to complete the review land information details <p>Option 2 (Mining lease)</p> <ol style="list-style-type: none"> 1. If you are not uploading the land information list then complete the review land information details 2. Have the land details changed (added/removed/edited)? <ol style="list-style-type: none"> a. If YES select relevant land parcel and edit information on the screen b. If YES select add new land details 	<p>Relevant overlapping statements</p> <p>Relevant CSG statement and a Statement addressing CSG assessment criteria</p> <p>Relevant relinquishment notice</p> <p>Land information list spreadsheet (mandatory)</p> <p>Any relevant landholder consultation plans, compensation agreements</p> <p>Partial surrender of environmental authority form. You may use DES's online Connect system or a paper form</p>

What you need to do	Supporting information
<ul style="list-style-type: none"> c. If YES delete any relevant land details that are no longer relevant d. If NO select No and confirm that you have reviewed all the land details and can confirm all details are correct. 	
<p>Step 4: Native title assessment</p> <p>From the <i>Renew permit dashboard</i> or form, select Step 4: <i>Native title assessment</i></p> <p>Existing native title process</p> <p>If the department's data indicates the renewal can be progressed without further reference to native title, note the current native title process.</p> <p>If the department's data indicates that the current native title process is invalid or missing, you need to contact the department to continue with the native title assessment for this renewal application.</p> <p>Indicate if your current native title process that your permit is subject to allows for the renewal of a permit. If YES, upload the original agreement. If NO, select a new native title process.</p> <p>Select a native title process</p> <ol style="list-style-type: none"> 1. Indicate if you need to select a native title option. 2. If YES, select a native title process from the drop down list. 	<p>Payment of advertising fees, if required</p>
<p>Step 5: Proposed program or plan</p> <p>From the Renew permit dashboard or form, select Step 5: <i>Proposed program or plan</i></p> <p>Enter proposed work program/development plan</p> <ol style="list-style-type: none"> 1. The program term displays at the top of the screen and defaults to the term selected for the renewal 2. Change the program term if required 3. Download and complete the work program (mining program) / development plan template (if required) 4. Once completed, upload the work program/development plan using the upload function 5. If you don't want to use the template provided, upload your own document 6. Upload the work program / development plan rationale (if required) and select Save. <p>Note:</p> <p>The scope of development plans or mining programs may vary depending on the size and complexity of the proposed operations. If the proposed renewal supports other permits or forms part of a broader project, the development plan or mining program must describe it and clearly show the relationship to the proposed lease</p>	<p>Download the mining program template</p> <p>Provide your development/ mining program plan</p>

What you need to do	Supporting information
<p>Step 6: Financial and technical capability</p> <p>From the Renew permit dashboard table or form, select <i>Step 6: Financial and technical capability</i>.</p> <p>To ensure any planned activities are sufficiently funded and adequately resourced, applicants must demonstrate how they intend to meet the financial and technical capability and commitments for the permit.</p> <ol style="list-style-type: none"> 1. Upload financial capability statements 2. Upload financial commitments document 3. Upload any supporting evidence and select Next 4. Upload technical capability statements 5. Upload other resource commitment statements <p>Note: If a third party is providing resources for the applicant's permit activities, a statement declaring the resource availability is required.</p> <ol style="list-style-type: none"> 6. Upload third party declarations as required <p>Note: If any holder has less than five years of satisfactory compliance history with a current permit in the Queensland resources sector, or wishes not to rely on this history, additional supporting evidence is required.</p> <ol style="list-style-type: none"> 7. Upload supporting evidence as required 8. Select Save <p>Please review our full Financial and Technical Capability Guide</p>	<p>Financial capability statements</p> <p>Financial commitments documents</p> <p>Supporting evidence</p> <p>Technical capability statement</p> <p>Resource commitment statements</p> <p>Third party declarations</p> <p>Supporting evidence</p>
<p>Step 7: Pay and submit application</p> <p>From the Renew permit dashboard table or form, select <i>Step 7: Pay and submit</i></p> <p>Note: If submitting a paper copy, acknowledge you've read the declaration by signing and dating the form. The form must be signed <i>by all permit holders</i> or it will be delayed or may not be accepted.</p> <ol style="list-style-type: none"> 1. Select your payment option by use of the radio buttons <ul style="list-style-type: none"> • Submit your form in person or post it to Mines Assessment Hub. You can pay by cash, via EFT or by cheque if submitting your form in person. • If posting your application, only cheque payments are accepted • If you have registered for the MyMinesOnline portal and are submitting via the website, selecting the Pay and Submit task will offer payment options to complete your transaction 2. Click OK to accept the fee payment method or Cancel to change payment method 	<p>Proof of payment to verify your application has been successfully lodged</p>

What you need to do	Supporting information
<p>3. Once you have paid or provided proof of payment, select Next and an electronic email receipt will be sent. Your request will be submitted once payment is confirmed.</p>	

Appendix 1.

Sample: Contents of a renewal justification statement

Introduction/background

Resource authority holders, resource authority grant year, purpose of the resource authority.

Resource authority history

Relinquishments, changes to the resource authorities (EPM to MDL).

Project details

Project rationale, location and area, relevant site maps, blocks and sub-blocks.

Summary of expenditure / financial and technical resources

Meeting of previous expenditure targets, future investment, and future work.

Emerging technologies

Taking advantage of project specific innovations.

Economic viability

Commodity markets, summary of financial and technical expenditure, summary of upcoming expenditure.

Environmental considerations

Rehabilitation programs and maintenance.

Community relations/public interest

Communication with community and businesses in the area, land access issues, public interest, local employment.

Appendix 2.

Sample: Statement of reasons for not applying for a mining lease

On 24 August 2008, the Queensland Government announced plans to restrict the development of oil shale in the state of Queensland to allow a review into whether oil shale deposits can be developed in an environmentally acceptable way. The framework for the moratorium on oil shale tenements is outlined in legislative amendments (*Mines and Energy Legislation Amendment Act 2008*).

The review report is to be prepared no earlier than two years from the commencement of operation of the XXX facilities in order to allow that research to come to fruition. XXX produced its first crude oil in September 2011. The moratorium and review explicitly provides scope for continued exploration within existing tenements.

Historically high current world oil prices, and the short- to medium-term outlook for the market of this commodity, suggest that widespread commercial production of shale oil will prove to be a reality in the near future. Existing shale oil producers in China, Estonia and Brazil have attained previously unknown levels of economic performance and the instigation of new shale oil projects, especially in China and the western USA, is proceeding at a rapid rate.

In Queensland, substantial technical and financial efforts are currently underway by XXX Pty Ltd to develop the shale oil deposit at the XXX Development Centre on a sound and sustainable footing. The main purpose for building and operating this plant is to demonstrate to the community and to governments that XXX's chosen technology for producing shale oil is far superior to the technology previously used for this purpose in Australia and that the chosen technology deserves to be supported.

Maintenance of MDLXXX tenure over the defined resource is viewed as maintaining future resource areas for potentially additional oil shale production.

More information

Mineral Hub

- Phone: (07) 4447 9230
- Email: MineralHub@resources.qld.gov.au

Coal Hub

- Phone: (07) 4936 0169
- Email: coalhub@resources.qld.gov.au

Petroleum Hub

- Phone: (07) 3199 8118
- Email: PetroleumHub@resources.qld.gov.au

MyMinesOnline Helpdesk for technical support

8.30am – 4.30pm (AEST) Monday to Friday on Queensland business days.

- Telephone: +61 7 3199 8133
- Email: myminesonline@resources.qld.gov.au