

Mining Amendment (Standard Conditions of Mining Leases—Rehabilitation) Regulation 2020

under the

Mining Act 1992

[The following enacting formula will be included if this Regulation is made—] Her Excellency the Governor, with the advice of the Executive Council, has made the following Regulation under the *Mining Act 1992*.

Deputy Premier, Minister for Regional New South Wales, Industry and Trade

Explanatory note

The object of this Regulation is to prescribe standard conditions of mining leases granted under the *Mining Act 1992*. The conditions broadly relate to environmental management, protection and rehabilitation of land that is or may be affected by activities under mining leases. They include requirements relating to the carrying out of rehabilitation risk assessments and the preparation, approval, amendment and implementation of various rehabilitation-related objectives, criteria, plans, programs and reports. The conditions also require lease holders to keep records demonstrating compliance with the conditions, to report on non-compliance and to comply with certain other notification requirements relating to development applications and modifications of development consent and nominated contact persons.

A contravention of a condition of a mining lease by any person constitutes an offence under section 378D of the *Mining Act 1992* by each lease holder and, if committed by a corporation, is an executive liability offence under the Act. A contravention of a condition of a mining lease is also a ground for cancellation of the lease under section 125 of the Act.

This Regulation is made under the *Mining Act 1992*, including section 388 (the general regulation-making power), Part 3 of Schedule 1B (in particular, clauses 7, 7A and 7B) and Schedule 4 (in particular, clauses 2 and 9).

public consultation draft

Mining Amendment (Standard Conditions of Mining Leases-Rehabilitation) Regulation 2020 [NSW]

Mining Amendment (Standard Conditions of Mining Leases— Rehabilitation) Regulation 2020

under the

Mining Act 1992

1 Name of Regulation

This Regulation is the *Mining Amendment (Standard Conditions of Mining Leases— Rehabilitation) Regulation 2020.*

2 Commencement

This Regulation commences on the day on which it is published on the NSW legislation website.

Schedule 1 Amendment of Mining Regulation 2016

[1] Clause 3 Definitions

Insert in alphabetical order in clause 3(1)-

standard condition of a mining lease—see clause 31A and Schedule 8A.

[2] Clauses 31A–31C

Insert after clause 31-

31A Standard conditions of mining leases

- (1) The provisions of Schedule 8A are prescribed as standard conditions of a mining lease.
- (2) The standard conditions apply—
 - (a) to a mining lease in relation to a large mine that is in force immediately before the relevant date for large mines—on and from that relevant date, and
 - (b) to a mining lease in relation to a small mine that is in force immediately before the relevant date for small mines—on and from that relevant date, and
 - (c) to a mining lease granted on or after the relevant date for the mine—on and from the date on which the lease is granted.
- (3) For the purposes of subclause (2)—
 - (a) the relevant date for large mines—is the date that is 12 months after the date on which the amending Regulation commences, and
 - (b) the relevant date for small mines—is the date that is 24 months after the date on which the amending Regulation commences.
- (4) In this clause—

amending Regulation means the *Mining Amendment (Standard Conditions of Mining Leases—Rehabilitation) Regulation 2020.*

large mine and *small mine* have the same meaning as in clause 1(1) of Schedule 8A.

Drafting note

If the Regulation is to be made, actual dates reflecting those described in subclause (3) are intended to be inserted into subclause (2), and subclause (3) omitted.

31B Standard conditions of mining leases—approved forms

- (1) The approved form of a rehabilitation management plan is to provide for the inclusion in the plan of the following—
 - (a) a description of how the lease holder proposes to manage all aspects of the rehabilitation of the mine,
 - (b) a description of the steps and actions the lease holder proposes to take to comply with the conditions of the mining lease that relate to rehabilitation,
 - (c) a summary of rehabilitation risk assessments conducted by the lease holder,
 - (d) the approved or, if not yet approved, the proposed—

- (i) rehabilitation objectives, and
- (ii) rehabilitation completion criteria, and
- (iii) for large mines—final landform and rehabilitation plan,
- (e) a statement of the performance outcomes for the matters referred to in paragraph (d) and the ways in which those outcomes are to be measured and monitored.

Note. Clause 6 of Schedule 8A requires a rehabilitation management plan to be in the approved form.

- (2) If the final land use for the mining area is not required by a condition of development consent for activities under the mining lease—
 - (a) the approved form of rehabilitation objectives and rehabilitation completion criteria is to provide for the inclusion in those objectives and criteria of a statement of the final land use for the mining area, and
 - (b) for large mines—the approved form of a final landform and rehabilitation plan is to provide for the inclusion in the plan of a spatial depiction of the final land use for the mining area.

Note. Clause 7 of Schedule 8A requires rehabilitation objectives and rehabilitation completion criteria and a final landform and rehabilitation plan to be in the approved form.

- (3) The approved form of a forward program is to provide for the inclusion in the program of the following—
 - (a) a schedule of mining activities for the mining area for the next 3 years,
 - (b) a summary of the spatial progression of rehabilitation through its various phases for the next 3 years.

Note. Clause 8 of Schedule 8A requires a forward program to be in the approved form.

- (4) The approved form of an annual rehabilitation report is to provide for the inclusion in the report of the following—
 - (a) a description of the rehabilitation undertaken over the reporting period,
 - (b) a report demonstrating the progress made through the phases of rehabilitation provided for in the forward program applying to the reporting period,
 - (c) a report demonstrating progress made towards the achievement of the approved or, if not yet approved, the proposed—
 - (i) rehabilitation objectives and rehabilitation completion criteria, and
 - (ii) for large mines—the final land use as spatially depicted in the final landform and rehabilitation plan.

Note. Clause 8 of Schedule 8A requires an annual rehabilitation report to be in the approved form.

- (5) This clause does not limit the matters for which an approved form referred to in this clause may provide.
- (6) Terms used in this clause that are defined in Schedule 8A have the same meaning as in that Schedule.

Note. The approved forms of rehabilitation management plan, rehabilitation objectives, rehabilitation completion criteria, final landform and rehabilitation plan, forward program and annual rehabilitation report are available on the Department's website.

31C Standard conditions of mining leases—approval of rehabilitation outcomes

- (1) In determining whether to approve rehabilitation objectives, rehabilitation completion criteria or a final landform and rehabilitation plan under clause 7 of Schedule 8A, the Secretary must take into account—
 - (a) the extent to which the objectives, criteria or plan are consistent with the final land use for the mining area, and
 - (b) any other matters the Secretary considers relevant.
- (2) If the Secretary does not approve the rehabilitation objectives, rehabilitation completion criteria or final landform and rehabilitation plan, the Secretary must notify the lease holder of the following—
 - (a) the refusal,
 - (b) the changes required to be made to the document,
 - (c) the time within which a revised document must be submitted for approval.
- (3) The Secretary may, on application by the holder of a group of mining leases relating to the same mine, approve of the lease holder conducting assessments and preparing and submitting plans, reports and other documents, in relation to the group of mining leases for the purposes of the standard conditions.
- (4) The Secretary may, on application by the lease holder, authorise a period as an authorised period for the purposes of applying a provision in a standard condition in which that term appears, to the lease holder.
- (5) To avoid doubt, an authorised period applies in substitution for the period specified in the provision concerned in the application of that provision to the lease holder.
- (6) An application under this clause must be in the form approved by the Secretary.
- (7) An approval, authorisation or notice given by the Secretary under this clause must be in writing.
- (8) Terms used in this clause that are defined in Schedule 8A have the same meaning as in that Schedule.

[3] Schedule 8A

Insert after Schedule 8—

Schedule 8A Standard conditions of mining leases

(Clause 31A)

Note 1. A contravention of a condition of a mining lease by any person constitutes an offence under section 378D of the Act by each holder of the lease and, if committed by a corporation, is an executive liability offence under the Act. A contravention of a condition of a mining lease is also grounds for cancellation of the lease under section 125 of the Act.

Note 2. The standard conditions in this Schedule prevail over conditions imposed under the Act by the relevant decision-maker to the extent of any inconsistency between them, unless an exemption from the standard conditions under clause 11 of Schedule 1B to the Act applies—see clause 7(4) of that Schedule.

Part 1 Preliminary

1 Definitions

(1) In this Schedule—

approved rehabilitation objectives, rehabilitation completion criteria or final landform and rehabilitation plan means those most recently approved by the Secretary under clause 7 including, if later amended in accordance with clause 9, as so amended.

authorised period means, in relation to the provision in which the term appears, the period, if any, authorised by the Secretary as an authorised period under clause 31C(4) of this Regulation for the purposes of applying the provision to the lease holder.

final land use for the mining area means the final landform and land uses to be achieved for the mining area—

- (a) if the final land use for the mining area is required by a condition of development consent for activities under the mining lease—as stated in the condition, or
- (b) otherwise—as stated in the approved rehabilitation objectives and rehabilitation completion criteria and, for large mines, as spatially depicted in the approved final landform and rehabilitation plan.

final landform and rehabilitation plan means the final landform and rehabilitation plan for the mining area of a large mine prepared in accordance with clause 7.

Note. A final landform and rehabilitation plan contains a spatial depiction of the final land use and is included in the rehabilitation management plan for a large mine.

forward program means a forward program for the mining area prepared in accordance with clause 8.

Note. A forward program provides the mining and rehabilitation schedule for the mining area, and a summary of the spatial progress of rehabilitation, for the next 3 years.

large mine means a mine the subject of one or more mining leases, the carrying out of activities under at least one of which requires an environment protection licence under the *Protection of the Environment Operations Act* 1997.

prepared rehabilitation management plan means that most recently prepared by the lease holder including, if later amended in accordance with clause 6, as so amended.

prescribed minimum deposit for a mining lease means the minimum deposit prescribed under section 261BF of the Act in relation to that type of mining lease.

proposed rehabilitation objectives, rehabilitation completion criteria or final landform and rehabilitation plan means those that have been prepared by the lease holder in accordance with clause 7 but have not yet been approved or refused approval by the Secretary.

rehabilitation completion criteria means the rehabilitation completion criteria for the mining area prepared in accordance with clause 7.

Note. Rehabilitation completion criteria set out the criteria the achievement of which will demonstrate the achievement of the rehabilitation objectives.

rehabilitation management plan means a rehabilitation management plan for the mining area of a large mine prepared in accordance with clause 6.

Note. A rehabilitation management plan defines the rehabilitation outcomes to be achieved by the lease holder in relation to the mining area of a large mine and sets out the strategy to achieve those outcomes.

rehabilitation objectives means the rehabilitation objectives for the mining area prepared in accordance with clause 7.

 ${\bf Note.}\ Rehabilitation\ objectives\ describe\ the\ rehabilitation\ outcomes\ required\ to\ achieve\ the\ final\ land\ use\ for\ the\ mining\ area.$

rehabilitation risk assessment means an assessment conducted in accordance with clause 5.

relevant date means the date on and from which the standard conditions apply to the mining lease under clause 31A of this Regulation.

small mine means a mine that is not a large mine.

submitted forward program means that most recently submitted to the Secretary under clause 8 including, if later amended in accordance with clause 9, as so amended.

Note. The Act contains definitions of terms used in the Act and this Regulation, including this Schedule. These include the following—

land includes land covered by water.

mining area means land the subject of a mining lease.

mining lease means a mining lease granted under Part 5 of the Act, and includes a consolidated mining lease.

rehabilitation means the treatment or management of disturbed land or water for the purpose of establishing a safe and stable environment.

- (2) In this Schedule—
 - (a) a reference to the mining area is taken, in relation to a lease that does not include the surface of land, to include a reference to any part of the surface of land on which the lease holder is authorised, in accordance with section 81 of the Act, to carry out activities, and
 - (b) a reference to activities under the mining lease, however expressed, is taken to include a reference to ancillary mining activities under the mining lease.

Note. Clause 7B(3) of Schedule 1B to the Act restricts the extent to which a condition may regulate the carrying out of an ancillary mining activity on land that is outside the mining area, as defined in the Act.

(3) To avoid doubt, the prepared rehabilitation management plan, the submitted forward program and the approved rehabilitation objectives, rehabilitation completion criteria and final landform and rehabilitation plan supersede those previously prepared, submitted or approved.

Part 2 Condition relating to protection of the environment

2 Lease holder to prevent or minimise harm to environment

- (1) The lease holder must take all reasonable measures to prevent or, if that is not reasonably practicable, to minimise, harm to the environment caused by activities under the mining lease.
- (2) In this clause—
 harm to the environment has the same meaning as in the Protection of the Environment Operations Act 1997.

Part 3 Conditions relating to rehabilitation

3 Lease holder to rehabilitate as soon as reasonably practicable after disturbance

The lease holder must rehabilitate land and water in the mining area that is disturbed by activities under the mining lease as soon as reasonably practicable after the disturbance occurs.

4 Lease holder to achieve approved rehabilitation outcomes and final land use

- (1) The lease holder must ensure that rehabilitation of the mining area achieves the final land use for the mining area—
 - (a) as stated in the approved rehabilitation objectives and rehabilitation completion criteria, and
 - (b) for large mines—as spatially depicted in the approved final landform and rehabilitation plan.

Note. A condition of a development consent for activities under the mining lease that requires the final land use for the mining area is enforceable under the *Environmental Planning and Assessment Act* 1979.

(2) The lease holder must identify and record any reasonably foreseeable hazard that presents a risk to the lease holder's ability to comply with subclause (1). Note. Clause 5 requires a rehabilitation risk assessment to be conducted whenever a hazard is identified under clause 4(2).

Part 4 Conditions relating to rehabilitation risk assessment and rehabilitation management plan

5 Lease holder to conduct rehabilitation risk assessment

- (1) The lease holder must conduct a rehabilitation risk assessment—
 - (a) for large mines—before preparing a rehabilitation management plan under clause 6, and
 - (b) for small mines—before submitting rehabilitation objectives for approval under clause 7, and
 - (c) whenever a hazard is identified under clause 4(2)—as soon as reasonably practicable after it is identified, and
 - (d) whenever directed in writing to do so by the Secretary—in accordance with the direction.
- (2) The lease holder must incorporate the risk control measures identified in a rehabilitation risk assessment into the forward program and, for large mines, the rehabilitation management plan.
- (3) The lease holder must ensure that a rehabilitation risk assessment—
 - (a) identifies, assesses and evaluates the risks that need to be addressed to achieve—
 - (i) the approved or, if not yet approved, the proposed rehabilitation objectives and rehabilitation completion criteria, and
 - (ii) for large mines—the final land use as spatially depicted in the approved or, if not yet approved, the proposed final landform and rehabilitation plan, and
 - (b) identifies the measures that need to be implemented to eliminate, minimise or mitigate those risks.

6 Lease holder to prepare rehabilitation management plan for large mine

- (1) The lease holder must prepare a rehabilitation management plan for the mining area relating to a large mine—
 - (a) if, on the relevant date, the security deposit required under the mining lease is more than the prescribed minimum deposit—
 - (i) within 30 days after that date, or
 - (ii) if an authorised period applies—within the authorised period after that date, and
 - (b) if, on the relevant date, the security deposit for the mining lease is not more than the amount of the prescribed minimum deposit but becomes so on a later date—
 - (i) before the first disturbance of the surface of the mining area by activities under the mining lease that occurs on or after that later date, or
 - (ii) if an authorised period applies—before the first disturbance of the surface of the mining area by those activities that occurs within the authorised period after that later date, and
 - (c) whenever directed in writing to do so by the Secretary—in accordance with the direction.
- (2) The lease holder must prepare a rehabilitation management plan in the form and way approved by the Secretary.
- (3) The lease holder must ensure that a rehabilitation management plan includes the approved or, if not yet approved, the proposed—
 - (a) rehabilitation objectives and rehabilitation completion criteria, and
 - (b) final landform and rehabilitation plan.
- (4) The lease holder must amend the prepared rehabilitation management plan (the *plan*)—
 - (a) to substitute the approved rehabilitation objectives, rehabilitation completion criteria or final landform and rehabilitation plan for the superseded version of the same, and to update the plan as a consequence—within 30 days after the document is approved, and
 - (b) to update the plan as a consequence of an amendment made under clause 9 to the approved rehabilitation objectives, rehabilitation completion criteria or final landform and rehabilitation plan—within 30 days after the amendment is made in accordance with clause 9, and
 - (c) to update the plan to reflect any changes to the risk control measures in the plan, that are identified in a rehabilitation risk assessment—as soon as practicable after the rehabilitation risk assessment is conducted, and
 - (d) whenever directed in writing to do so by the Secretary—in accordance with the direction.
- (5) The lease holder must implement the prepared rehabilitation management plan and must do so in accordance with the timeframes for implementation specified in the forward program.
- (6) The lease holder must make the prepared rehabilitation management plan publicly available within 14 days after its preparation and, if later amended, within 14 days after its amendment, by—
 - (a) publishing it on its website in a prominent position, or

- (b) if the lease holder does not have a website—providing a copy of it, without charge, to any person who makes a written request for a copy.
- (7) Personal information within the meaning of the *Privacy and Personal Information Protection Act 1998* is not required to be included in a rehabilitation management plan that is made available to a person under subclause (6).

7 Lease holder to prepare rehabilitation outcomes

- (1) The lease holder must prepare the rehabilitation objectives and, for large mines, the final landform and rehabilitation plan and submit them to the Secretary for approval—
 - (a) if, on the relevant date, the security deposit required under the mining lease is more than the prescribed minimum deposit—
 - (i) within 30 days after that date, or
 - (ii) if an authorised period applies—within the authorised period after that date, and
 - (b) if, on the relevant date, the security deposit for the mining lease is not more than the amount of the prescribed minimum deposit but becomes so on a later date—
 - (i) before the first disturbance of the surface of the mining area by activities under the mining lease that occurs on or after that later date, or
 - (ii) if an authorised period applies—before the first disturbance of the surface of the mining area by those activities that occurs within the authorised period after that later date, and
 - (c) if the final land use for the mining area is required by a condition of a development consent for mining activities under the mining lease and is modified under section 4.55(2) of the *Environmental Planning and* Assessment Act 1979—
 - (i) within 30 days after the application for the modification of the development consent is granted, or
 - (ii) if an authorised period applies—within the authorised period after that application is granted, and
 - (d) whenever directed in writing to do so by the Secretary, including in a notice of refusal of approval under clause 31C(2) of this Regulation—in accordance with the direction.

Note. Section 4.55(2) of the *Environmental Planning and Assessment Act* 1979 applies to modifications of development consent other than modifications that involve only a minor error, misdescription or miscalculation or minimal environmental impact.

- (2) The lease holder must prepare the rehabilitation completion criteria in accordance with subclause (1)(a)-(d).
- (3) The lease holder must submit the proposed rehabilitation completion criteria to the Secretary for approval whenever a relevant forward program is submitted to the Secretary under clause 8, and together with that forward program.
- (4) The lease holder must prepare and submit the rehabilitation objectives, rehabilitation completion criteria and final landform and rehabilitation plan in the form and way approved by the Secretary.
- (5) In this clause—

relevant forward program means one that provides for the rehabilitation of the whole or an identified part of the mining area to be completed in the 3-year period to which the forward program relates.

Note. Clause 31C of this Regulation requires the Secretary to take into account the extent to which the rehabilitation objectives, rehabilitation completion criteria and final landform and rehabilitation plan are consistent with the final land use for the mining area, in determining whether to approve them.

Part 5 Conditions relating to annual rehabilitation report and forward program

8 Lease holder to prepare annual rehabilitation report and forward program

- (1) The lease holder must prepare a forward program and submit it to the Secretary—
 - (a) if, on the relevant date, the security deposit required under the mining lease is more than the prescribed minimum deposit—
 - (i) within 30 days after that date, or
 - (ii) if an authorised period applies—within the authorised period after that date, and
 - (b) if, on the relevant date, the security deposit for the mining lease is not more than the amount of the prescribed minimum deposit but becomes so on a later date—
 - (i) before the first disturbance of the surface of the mining area by activities under the mining lease that occurs on or after that later date, or
 - (ii) if an authorised period applies—before the first disturbance of the surface of the mining area by those activities that occurs within the authorised period after that later date, and
 - (c) whenever directed in writing to do so by the Secretary—in accordance with the direction, and
 - (d) within 60 days (or the authorised period, if any) after the last day of the annual reporting period in which the first forward program for the mining area is submitted to the Secretary under paragraph (a), (b) or (c), and
 - (e) within 60 days (or the authorised period, if any) after the last day of each subsequent annual reporting period.
- (2) The lease holder must prepare an annual rehabilitation report and submit it to the Secretary—
 - (a) whenever a forward program is required to be submitted under subclause (1)(d) or (e)—together with the forward program, and
 - (b) whenever directed in writing to do so by the Secretary—in accordance with the direction.
- (3) The lease holder must prepare and submit the forward program and annual rehabilitation report in the form and way approved by the Secretary.
- (4) The lease holder must ensure that the forward program requires the rehabilitation of land and water disturbed by mining activities under the mining lease to occur as soon as reasonably practicable after the disturbance occurs.

- (5) The lease holder must make the submitted forward program and annual rehabilitation report publicly available within 14 days after their submission, by—
 - (a) publishing them on its website in a prominent position, or
 - (b) if the lease holder does not have a website—providing a copy of them, without charge, to any person who makes a written request for a copy.
- (6) The lease holder must make a forward program that is amended under clause 9 publicly available in accordance with subclause (5) within 14 days after its amendment.
- (7) Personal information within the meaning of the *Privacy and Personal Information Protection Act 1998* is not required to be included in a forward program that is made available to a person under subclause (5) or (6).
- (8) In this clause—

annual reporting period means each period of 12 months commencing on the date on which the mining lease is granted or, if the Secretary approves another date in relation to the mining lease, commencing on that date.

Part 6 Amendment of approved rehabilitation outcomes and forward program

9 When lease holder may amend approved rehabilitation outcomes and submitted forward program

- (1) This clause applies to the following—
 - (a) the approved rehabilitation objectives,
 - (b) the approved rehabilitation completion criteria,
 - (c) for large mines—the approved final landform and rehabilitation plan,
 - (d) the submitted forward program.
- (2) The lease holder must not amend a document to which this clause applies unless—
 - (a) the Secretary directs the lease holder in writing to do so, or
 - (b) the Secretary, on written application by the lease holder, approves of the amendment in writing.
- (3) The lease holder must amend the document in accordance with the Secretary's direction or approval.

Part 7 Condition relating to records

10 Lease holder to create and maintain records demonstrating compliance

The lease holder must create and maintain records of all actions taken that demonstrate compliance with each of the conditions set out in this Schedule. **Note.** Sections 163D and 163E of the Act provide for the form in which records must be kept and the period for which they must be retained.

Part 8 Non-compliance reporting

11 Lease holder to report to Minister on non-compliance

- (1) The lease holder must provide the Minister with a written report detailing any non-compliance with—
 - (a) a condition of the mining lease, or
 - (b) a requirement of the Act or this Regulation relating to activities under the mining lease.

 ${\bf Note.}$ Section 364A of the Act contains provisions relating to the use and disclosure of information provided under this condition.

- (2) The lease holder must provide the report within 7 days after becoming aware of the non-compliance.
- (3) The lease holder must ensure the report—
 - (a) identifies the condition of the mining lease, or the requirement of the Act or this Regulation, the subject of the non-compliance, and
 - (b) describes the non-compliance and specifies the date or dates on which, or the period during which, the non-compliance occurred, and
 - (c) describes the cause of the non-compliance, and
 - (d) describes the action that has been taken, or will be taken, to mitigate the effects, and to prevent any recurrence, of the non-compliance.

Part 9 Notification requirements

12 Lease holder to notify Secretary of lodgement of application for or to modify development consent

- (1) The lease holder must notify the Secretary in writing if the lease holder—
 - (a) makes an application for development consent that relates to the mining area, or
 - (b) makes an application for modification of a development consent that proposes to modify a condition of the consent that relates to rehabilitation of the mining area in a way that may affect an obligation under the mining lease relating to rehabilitation of the mining area.
- (2) The lease holder must notify the Secretary within 10 days after making the application.
- (3) Subclause (1)(b) applies only to a modification of a development consent under section 4.55(2) of the *Environmental Planning and Assessment Act* 1979.

Note. Section 4.55(2) of the *Environmental Planning and Assessment Act* 1979 applies to modifications of development consent other than modifications that involve only a minor error, misdescription or miscalculation or minimal environmental impact.

(4) This clause does not apply in respect of State significant development.

13 Lease holder to provide Secretary with details of nominated contact person

(1) The lease holder must nominate a natural person to be the contact person with whom the Secretary can communicate in relation to the mining lease for the purposes of the Act.

Note. Section 383 of the Act sets out the ways in which notices or other documents may be issued or given to, or served on, a person for the purposes of the Act.

(2) The lease holder must notify the Secretary in writing—

- (a) of the full name and contact details of the nominated person—within 28 days after the relevant date, and
- (b) of any change in nomination or in the nominated person's contact details—within 28 days after the change occurs.
- (3) The lease holder must ensure that the contact details for the nominated person include the person's phone number and postal, residential and email addresses.